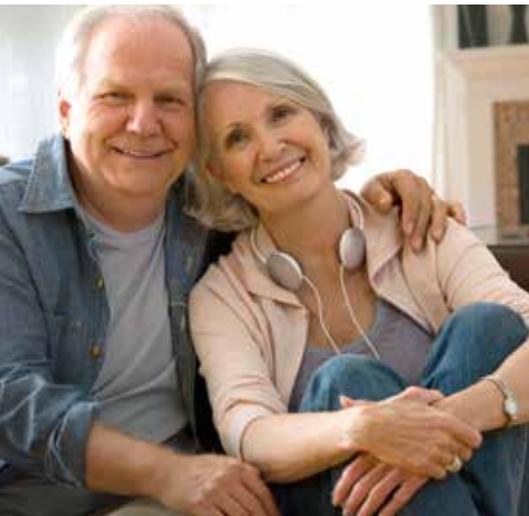




**INSTITUTE FOR THE BLIND
AND VISUALLY IMPAIRED**

FORMERLY THE HADLEY SCHOOL FOR THE BLIND



E D U C A T I N G — F O R L I F E

**ADULT CONTINUING EDUCATION
AND HIGH SCHOOL COURSE CATALOG**

TUITION-FREE DISTANCE EDUCATION

2016 • 2017

School Hours and Holidays

Hadley's hours of operation are Monday through Friday, 8:00 a.m. through 4:30 p.m. Central Time. We observe the following U.S. holidays:

- President's Day: third Monday in February
- Memorial Day: last Monday in May
- Independence Day: July 4
- Labor Day: first Monday in September
- Thanksgiving: fourth Thursday in November and the Friday following

Hadley is closed for a two-week break from the end of December through the beginning of January. For specific dates, contact student services.



Hadley Institute for the Blind and Visually Impaired has met the high standards of integrity and performance set by the Distance Education Accrediting Commission (DEAC) since 1958. Hadley is a fully-accredited member of this association.



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A LETTER TO OUR STUDENTS



Greetings Prospective Student,

Are you interested in learning new skills and expanding your knowledge? Doing so can be life-changing and a source of great pride. Ask any Hadley student!

Whether you are new to vision loss or were born with a visual impairment, Hadley's programs are for you!

Courses and services are designed to provide critical information that is practical and relevant. We understand the questions and concerns that often arise with vision loss, and our supportive instructors will assist you and provide guidance throughout your studies. Whatever your personal goals, our faculty and staff are here to ensure that you have the most successful and rewarding educational experience possible.

Warmest regards,

Dawn E. Turco
Senior Vice President

HADLEY'S FACULTY

The faculty of Hadley meets the standards set by the organization and its accreditor, the Distance Education Accrediting Commission (DEAC). The faculty's dedication to their students and love of teaching have contributed greatly to Hadley's reputation for excellence. Visit the Web site for additional information about individual instructors.



FREQUENTLY ASKED QUESTIONS

How much does a Hadley course cost? Materials and instruction in the Adult Continuing Education (ACE) Program and High School (HS) Program are provided at no charge; the cost to you is your commitment of time and diligence to your studies. We ask that you enroll in a course only when you have the time required for its completion.

Who is eligible to enroll? Individuals age 14 and up who are legally or functionally blind or progressively visually impaired are invited to apply. Proficiency in reading and writing English is required. High School Program students must reside in the United States.

Do I have to submit an eye report? Individuals who reside in the U.S. and are interested in taking ACE and HS Program courses must submit an eye report. Eye reports are not required for international students.

Do I have to take any entrance tests? Hadley doesn't require standardized test scores for admission; however, prospective students in the ACE and HS Programs must successfully complete an entrance assignment.

Are Hadley courses offered online or through the mail? Many courses are offered online through our eHadley initiative. Most Hadley courses are available in a variety of media: large print, braille, audio or online. Email submission of assignments is encouraged.

Are Hadley courses transcribed in Unified English Braille (UEB) or English Braille American Edition (EBAE)? Currently, most courses are available in EBAE. All newly developed courses in braille will be transcribed in UEB.

Do I have to buy textbooks? No. Hadley provides textbooks and study materials. The student is responsible for equipment and supplies needed to prepare and submit assignments, such as paper, envelopes, computers and access technology.

How long does it take to complete a Hadley course? Hadley courses range in length from as few as one lesson modules to the longest course which is 30 lessons. The time it takes to complete a course depends upon the length of the course and the determination of the student.

Students taking a course online or submitting assignments by email are expected to submit an assignment every two to four weeks. Students submitting assignments through the postal mail system are expected to submit a minimum of one assignment per month. High School students submit two assignments per month, per course.

How many courses may I take at one time? ACE students may enroll in a maximum of three courses at a time. High School students may be approved to take four or more courses at a time, in order to meet the timeline required for graduation. Check with Student Services for additional guidelines.

When can I enroll? Anytime! Hadley offers year-round open enrollment—no waiting for the next semester to apply.





HOW TO CONTACT US

We're Here to Help

If you need help or information, contact us by phone, email or visit our Web site. Hadley students also can use the Online Automated Student Information System (OASIS).

Phone

Contact information for your instructor is included with course materials.

Hadley Receptionist: 800.323.4238

Student Services Representative: 800.526.9909

Persons who are hearing impaired (TTY): 847.441.8111

All other students: 847.446.8111

Ask for Student Services or use the Online Automated Student Information System (OASIS) if you:

- Want to enroll in another course
- Want to update your contact information
- Want to enroll in your next course
- Have a concern about your enrollment or materials
- Need replacement materials
- Are requesting a transcript

Ask for your course instructor if you:

- Have a question regarding a topic in your course
- Need to report a delay in your studies
- Want to confirm that your lesson has been received (or use OASIS)

Fax

Use the following number to send a fax: 847.446.9820. Include your name, date and recipient's name. Hadley staff and faculty also have individual fax numbers. Contact the individual to obtain a direct fax number.

Mail

Use the following mailing address to send assignments, correspondence and course materials to Hadley. Include your full name and return

address on the envelope. List instructor name and course on assignments.

Hadley Institute for the Blind and Visually Impaired
700 Elm Street
Winnetka, IL 60093

Email

Use the following email addresses according to the nature of your inquiry:

General inquiries: info@hadley.edu

Student Services: student_services@hadley.edu

Hadley faculty and staff have individual email addresses. Ask the person you want to contact for his or her email address. You also may find this information on the Hadley Web site.

Web Site

Hadley's Web site, www.hadley.edu, is designed for easy access and navigation. You can use the Web site to:

- Read in-depth details about Hadley courses and view sample lessons
- Submit an online enrollment application, or download the application and eye report form
- Access your records through OASIS
- Login to your online course
- Login to Seminars@Hadley or listen to a past seminar
- Find additional resources, including instructional videos
- Review Student Handbook listing policies and procedures
- Order items available in the Student Store
- Sign up for eConnect and newsletters
- Make a donation

Online Automated Student Information System (OASIS)

All students are encouraged to use OASIS. By simply logging on, you have immediate and secure access to your personal information at any time, including: requesting a transcript; signing up for your next course; view current and historical grades; and more! Access to the Internet and an email account are required to register for OASIS.



ADMISSIONS

Apply for admission into Hadley's Adult Continuing Education (ACE) Program or High School (HS) Program by submitting the enrollment application. U.S. residents are required to provide verification of vision loss by way of an eye report signed by a medical doctor, ophthalmologist, or optometrist, or an eye report may be submitted by a blindness professional on agency or school letterhead. Upon receipt of the required documentation, the application will be processed.

Eligibility

You are eligible to apply for enrollment if you are legally, progressively or functionally visually impaired; you are age 14 or older; and you are able to read and understand courses written in English at the high school level. High School Program students must reside in the United States.

Why Enroll?

- Learn to read and write braille
- Adjust to life after vision loss
- Enhance independent living skills
- Explore enriching activities
- Improve employability and business skills
- Earn a high school diploma

How to Get Started

Carefully review the eligibility information and courses available for your program of interest prior to submitting the application to enroll.

1) Complete and Submit the Enrollment Application in Its Entirety

The enrollment application is available online by following the Enrollment Application link under Admissions. Hard copies are available by contacting Student Services.

The application form provides space for you to list your course of interest. Upon satisfactory completion of the Entrance Assignment you will receive

this course or its prerequisite; however, you will not receive both concurrently. Contact Student Services with any questions.

Prospective students residing within the United States must submit an eye report. NOTE: Enrollment applications will not be processed until Student Services receives both the enrollment application and eye report form. U.S. based applications that are unaccompanied by an eye report are discarded after three months, if no eye report is received. A new application must be submitted after that time.

2) Complete and Submit the Entrance Assignment

If your application is complete and you meet the Adult Continuing Education (ACE) or High School (HS) Program eligibility requirements, you will be enrolled in the Entrance Assignment. The Entrance Assignment provides students an opportunity to demonstrate basic readiness for Hadley study. No other standardized testing is required.

Instructions on how to complete and submit the Entrance Assignment are included with the assignment. Upon successful completion of the assignment, you will be enrolled in the course listed on your enrollment application or its prerequisite. High School Program students will be contacted regarding course recommendations.

Students must earn a grade of 80 percent on the Entrance Assignment for acceptance into the program.

Adult Continuing Education (ACE) Students

You are allowed a second attempt to submit the ACE Entrance Assignment, if the first did not achieve a score of 80 percent or higher. If the second submission is unsuccessful, you are not eligible to enroll. NOTE: Prospective students will have the opportunity to redo the assignment after one year. Additional study outside of Hadley is recommended prior to retake.

High School Students

If you earn a grade of 70-79 percent on the High School Entrance Assignment, you are allowed to enroll in the ACE Program. However, you must successfully complete specific math and English courses in order to be transferred to the High School Program. Students earning a grade of 69 percent or below on the assignment are NOT eligible to enroll in Hadley courses.

3) Review Course Materials and Begin Your Course

Hadley will send the course materials to you through the postal mail or notify you through email regarding online course access. You also will receive your instructor's "Getting Started" letter and contact information. Review the materials carefully before beginning the course. If you have questions, contact your instructor using the contact information provided. Otherwise, begin the course and submit your first assignment.

Send one assignment at a time to your instructor for grading. Your instructor will grade and return the assignment to you. Continue to study the next lesson, but it is important to wait for and review your instructor's feedback before sending the next assignment. If you are interested in submitting more than one assignment for grading concurrently, you must obtain approval from the course instructor. The instructor may grant approval based upon the subject matter of the course and your demonstrated ability to submit satisfactory work.

4) Certificate of Achievement and Student Course Evaluation

Upon successful completion of a course, you will receive a Certificate of Achievement and a Student Course Evaluation. Take a few moments to complete the evaluation and return it to us. Your feedback is important as we develop courses, make course revisions, update policies and more. The evaluation also is available at our Web site to submit electronically.

5) Don't Delay

Contact Student Services to enroll in your next course!

Enrollment Application

Please carefully review the course descriptions before completing and submitting the Enrollment Application. You will need to include the course name, number and medium to complete the form. Our Web site also lists detailed course descriptions, lesson-by-lesson objectives and, in many cases, a sample lesson and assignment.

Most applications are processed within two business days from the date the application and any required documentation are received. If you have not received a response from Student Services regarding your enrollment status within two weeks after your application was submitted, contact Student Services.

Eye Report (U.S. Applicants Only)

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 also are accepted. This information should be written on the letterhead of the agency or school.

If your eye condition has not changed since your last exam, your doctor may complete the form without reexamining your eyes. If you have been or currently are being served by another agency or school that has your eye report on file, you may obtain and submit a copy of that report. We recommend that students keep copies of their eye report documentation for personal reference.

The submitted report should indicate your current visual acuities or visual fields and state that you are legally blind or progressively visually impaired. Or, if you have a visual impairment that significantly disrupts functioning in one or more areas including, but not limited to, reading; writing; travel; employment; recreation; adjustment or other activities of daily living in the home; school; work or community; the report should document these functional limitations. Contact Student Services with questions regarding the Hadley Eye Report.



GENERAL INFORMATION

Application Update

An updated Enrollment Application is required every five years. You do not need to submit a new application every time you are ready to take a course. If you have submitted an application within a five-year time period, you can request enrollment using our Online Automated Student Information System (OASIS). You also can contact us by phone, postal mail or email to request enrollment in a course.

Transcripts

Official Hadley transcripts are available free of charge to all students. For a copy of your transcript or to request that your transcript be sent to a third party, send a written request to Student Services via postal mail, email or using OASIS. Be sure to include the name and address of the recipient in your message.

Certificate of Achievement

A Certificate of Achievement is awarded upon successful completion of most courses. Students residing in the U.S. should expect to receive their certificates within two weeks from the time the final grade is entered. It may take longer for the certificate to arrive for students residing outside the U.S. Certificates are not awarded for placement tests or diagnostics.

Additional Course Resources

Your Hadley instructors have compiled additional course-related resources to enhance your learning experience and to provide relevant and timely information. You will find these resources on the Hadley's Web site under Resources and Additional Course Materials.

Hadley Help Desk/Technical Assistance

If you have a technical question or problem with a Hadley course or with enrollment, email the help desk at helpdesk@hadley.edu. If you prefer to leave a voice message, call 800.323.4238, x6690, from the United States, Puerto Rico or Canada. All other students call 847.446.8111, x6690. Please

provide your name; telephone number with area code; the course title; and a description of the problem you are experiencing. Help desk support is for course-related inquiries only. NOTE: We are unable to answer general computer-related questions.

Number of Courses

Students in good standing may enroll in additional courses. Students who have at least three passing grades in the Hadley database in their current course are in good standing. The three most recent assignment grades are considered first. In addition, students must have a record of turning in assignments in a timely manner.

Motivated high school students who have excelled in their courses can enroll in four or more courses simultaneously.





GENERAL POLICIES

Adult Continuing Education and High School students enjoy the privilege of taking Hadley courses at no cost, in accessible media, with one-to-one guidance from an instructor. In return, Hadley asks students to abide by the following guidelines:

- Enroll in a course only when you are able to commit the time and diligence needed for course completion.
- Hadley faculty and staff will treat you with courtesy. The same is expected of you.
- We are happy to work with students on Hadley- or course-related concerns. We are not able to counsel students on personal matters.
- Make your telephone calls as concise as possible. Hadley provides a toll-free number for the United States, Canada and Puerto Rico, but it does cost Hadley by the minute.
- Give us time to meet your request; calling repeatedly often slows down the process.
- After you submit an assignment, allow sufficient time to pass before calling to ask whether the instructor received it. Consider using OASIS to check your grades and course record online.
- Use the email addresses of Hadley instructors and staff only for questions about Hadley or courses and to submit assignments. Never send jokes or forward chain email.

Academic Dismissal and Student Code of Conduct

Hadley Institute for the Blind and Visually Impaired reserves the right to dismiss a student whose academic progress is substandard. The Hadley Institute's Student Code of Conduct builds on the policies and guidelines set forth in the Student Handbook. Detailed information on both policies can be found on Hadley's Web site.

Email and Telephone Assignment Submission

Emailing Assignments

To speed up the assignment submission process, Hadley encourages

students to submit their assignments via email. The instructor's email address is listed on the contact card included with the course material. Email information also can be found on Hadley's Web site, or by contacting Student Services.

In an effort to avoid computer viruses and spam, emailed assignment submissions must include the course name and assignment number directly in the subject line. Failure to include this information may result in the lesson being mistakenly discarded by your instructor.

Telephone Assignment Submission Line

Hadley's Telephone Assignment Submission Line is an easy and convenient way to submit your Hadley lesson assignments by phone. This number allows you to phone in your assignments to your instructor's assignment submission mailbox.

Contact your instructor for details, or call 847.386.5555 and follow the instructions on how to submit an assignment by phone. This is a toll call. NOTE: Advance instructor approval to use the Telephone Assignment Submission Line is required, as not all course assignments lend themselves to this delivery method.

Additional Policy Information

Please refer to the Student Handbook located on Hadley's Web site for details on the following policies:

Nondiscrimination Policy

Complaint Policy

Privacy Policy

FERPA Policy



GRADING POLICIES

This section outlines Hadley's general grading policies.

General Grading

Hadley courses and assignments that do not use the letter system are graded S for satisfactory or U for unsatisfactory. Other Hadley courses use the following letter system:

A: Excellent: 90-100

B: Above average: 80-89

C: Average: 70-79

D: Below average: 60-69

F: Fail: below 60

When you complete any course with a grade of A, B, C or S, a Certificate of Achievement is awarded. Certificates are not awarded for diagnostic or assessment tests.

Assignment Grades

Read assignment directions carefully. Your instructor may require you to redo an assignment, if he or she believes you misunderstood directions. This results in the assignment being considered NG, for "no grade." Only two NGs can be given for any assignment. The third time the same assignment is submitted without improvement, it will be graded accordingly.

If you follow directions properly and earn a grade of F, you are required to redo the assignment. The assignment is reduced one full grade for the privilege of the redo. This means the first retake can be graded no higher than B plus. If a second retake is permitted, the grade is reduced two full grades, so the highest possible grade is C plus. A student may do an assignment twice at the discretion of the instructor.

If you earn a grade of D and would like to redo the assignment, discuss the resubmission with your instructor. The instructor's decision is final.

The reduced grading still applies.

Certain courses, braille instruction, for example, with grades lower than B, may require a redo, in order for the student to have the proper foundation to continue in the course.

Persistent poor performance in a course may result in an enrollment being terminated.

Non-Start, Cancellation and Withdrawal

If you fail to start or you withdraw from a course, one of the codes discussed in this section will be recorded in your permanent transcript.

NOTE: If a combination of any two non-starts or cancellations in succession occurs, you will be prohibited from enrolling in another course for three months. A history of non-starts, cancellations and withdrawals may result in a student's enrollment being terminated.

Non-Start (NS)

A student is a non-start if he or she fails to send a lesson or any communication within 60 days of enrollment. A grade of NS will appear on the transcript.

Cancellation (X)

A cancellation is recorded on a student's transcript if he or she fails to submit assignments in a timely manner, seriously neglects course work, or consistently performs poorly. A cancellation can be initiated by either the student or the instructor.

Withdrawal/Satisfactory (WS)

A final grade of withdrawal/satisfactory is given under special circumstances and only if the student meets specific criteria. The instructor may grant a WS if:

- You explain in writing why your goals have been accomplished.
- At least 80 percent or more of course assignments have been submitted.
- Your overall grade on those assignments is no less than B minus or satisfactory.

Consult your instructor for more details. *WS* is reflected on the permanent transcript. No certificate is issued for a course that receives this final grade.

Withdrawal/Transfer (WT)

A final grade of withdrawal/transfer is given in special circumstances. To receive a WT, you must meet the following criteria:

- You are performing poorly in the course due to lack of prerequisite skills or knowledge.
- You transfer into another Hadley course to gain the needed skill or knowledge.

A cancellation (X) is recorded instead if you do not transfer to the needed course immediately; you wish to drop the course for lack of interest or commitment; or no such course is offered.

Plagiarism

Plagiarism is taken very seriously. If you provide answers to assignments that are taken directly from the course or other documents without citing the source or using quotation marks, the assignment will be returned with no grade, and you will be asked to redo it in your own words. If you plagiarize a second time, the assignment will be given a grade of F. If you plagiarize a third time, disciplinary action will be taken, up to and including expulsion from the school. Plagiarism does not apply to a listing of items. However, copying entire paragraphs from the course or other sources, when asked to provide essay answers in your own words, is considered plagiarism.

Submitting Original Work

You may find studying Hadley courses with a friend a fun and interesting way to learn. You are welcome to discuss course content and work on practice exercises together. However, you must work on lesson assignments independently and submit your own work. Copying someone else's work is prohibited.

Grade Appeal Process

If you take issue with an assignment grade or a final course grade, you may appeal the grade after first pursuing a resolution with your instructor. If you still are not satisfied, you may appeal to the faculty supervisor, who will review the issue and talk with both you and the instructor. Typically, a decision will be made within five business days. If you are still unsatisfied, the situation will be brought to the attention of the senior vice president. A decision made at this level is final.





EQUIPMENT AND MATERIALS

The following will familiarize you with equipment and course materials.

Secure Your Own Equipment

Hadley does not provide basic equipment or supplies, such as a computer, braille writing equipment, paper and envelopes. You are responsible for obtaining these items.

Students not eligible for Free Matter for the Blind mailing provide their own postage on all mailings to Hadley. In some cases, extra postage may be necessary and is the full responsibility of the student.

Technology Requirements for eHadley Courses

For Windows PCs

OS: Windows XP or higher

Browser: Internet Explorer 9.0 or higher, or Firefox 4.0 or higher

For Macintosh

OS: Mac OS 11.4 or higher

Browser: Safari 4.0 or higher, or Firefox 4.0 or higher

For Mobile Devices

OS: iOS6 or higher, Android 2.3 or higher, Windows Phone 7 or higher

Internet Connection

Broadband (256K or faster) internet connection recommended.

Digital Talking Book (DTB)

If taking a DTB version of a course, you will need to have a digital talking book player, or a software program capable of playing a digital audio-book. Hadley DTB courses are tested on the NLS Talking Book Player, and are compatible with the HumanWare VictorReader Stream and APH BookPort Plus. To ensure that your player will play Hadley DTB audio recordings, go to www.hadley.edu/dtb and download the Digital Talking

Book Sample Recording. If your computer/playback device will play this sample recording, you may enroll in a DTB course. For additional DTB resources and information about computer software programs and hardware players, please visit www.daisy.org.

Course Materials Shipment

Most Hadley course materials are shipped within two to five business days. Students who reside within North America should receive their course materials within two weeks from the date mailed. Materials sent outside of North America may take more time for delivery. NOTE: Most eHadley courses have no hard copy material shipped.

Use of Hadley Materials

Hadley course materials are for the sole use of Hadley students. They are not to be duplicated, sold or otherwise transferred. Respecting the copyright notices in all Hadley material is required for continued enrollment.

Return of Course Materials

Students should return course materials only when instructed to do so. Do not return course materials before receiving the instructor's feedback for your final assignment. Clear instructions for returning materials will be provided as necessary.

Should you choose not to take a course after receiving materials, or if your course enrollment is canceled, please return the unused materials to Hadley.



ADDITIONAL HADLEY SERVICES

Low Vision Focus @ Hadley

Our newest program is designed to help older adults with low vision maintain independence in their home by sharing practical ways to address daily living skills made difficult by low vision. Although this program is intended for seniors, younger audiences may benefit from its content. Visit LowVisionFocus.org to find out more.



Seminars@Hadley

Seminars@Hadley is live webinars on a variety of relevant topics, from the newest technologies, employment skills and cooking tips, to recreational activities, independent living topics and more. Seminars@Hadley often complements existing Hadley course content or provides relevant information not available through a course. By logging into scheduled live seminars, you can listen and ask questions of presenters. Not available for the live seminar? Visit Past Seminars on the Hadley Web site to access archived seminars. Listen on your computer or on your portable device. To get the latest Seminars@Hadley announcements, sign up for eConnect on the Hadley Web site at www.hadley.edu.



Videos@Hadley

Videos@Hadley is in development. Currently, the popular iFocus series of videos, all about the accessibility features in iOS, can be found by visiting the Hadley Web Resource page and following the Instruction Videos link. Additional videos on topics related to low vision and more will be added.





HIGH SCHOOL PROGRAM

Hadley's High School (HS) Program features academic courses and electives for students who wish to earn a general high school diploma. Two options are available to HS students:

- **Earn a Hadley Diploma:** Transfer credit earned from your previous high school or earn all 16 Carnegie units with Hadley.
- **Transfer Hadley Course Credit to your local school:** If you are earning a diploma at your local high school, you have the option of supplementing your program with Hadley course credit.

Hadley students range in age from 14 through adulthood and come from a variety of educational experiences. Hadley's diploma program is ideal for those who wish to earn a high school diploma for career opportunities or for personal achievement. NOTE: Admission policies and procedures vary among schools. Additional coursework outside of Hadley may be required for students interested in pursuing post-secondary education.

Eligibility

You are eligible to apply for enrollment in the HS Program if you reside in the U.S. and meet vision eligibility requirements (you are legally, progressively or functionally visually impaired); are at least 14 years old; and can read and understand courses written in high school level English.

Why Enroll?

- Earn a nationally recognized Hadley High School diploma
- Transfer Hadley High School credits toward a diploma locally
- Take blindness-specific courses that may not be available in your area
- Take courses in accessible media
- Prepare for employment

Program Requirements

Hadley's High School Program has a timeline for completion based on the number of Carnegie credits you require to earn a diploma. Students have

up to four years to earn the full 16 credits required. The number of years will vary for students who are transferring approved credit from a previous school.

High School Program Timeline

- 13-16 credits 4 years
- 9-12 credits 3 years
- 5-8 credits 2 years
- 1-4 credit 1 year

Carnegie Unit Requirements

- English 3 units
- Math 2 units
- Science 2½ units
- Social Studies 2 units
- Vocational Ed ½ unit
- Foreign Language/Art/Music ½ unit
- Electives 5½ units

NOTE: Certain courses require written or typed answers.

Getting Started

Request and review the High School Program Packet prior to submitting an application to enroll. Contact Student Services at 800.526.9909, or email student_services@hadley.edu. Complete information can be found on Hadley's Web site: www.hadley.edu/hs.

High School Program Frequently Asked Questions

How long do I have to complete the entire 16 credit program? It will take approximately four years to earn all 16 credits. See above timeline if less than 16 credits are required for completion.

Is there a start and end time to complete Hadley's High School Program? Yes. The time allowed to complete the program is based upon the number of credits required. Students must commit to their studies for completion of the program.

Does Hadley offer a GED course of study? No. While some students take remedial level courses to freshen basic skills in preparation for the GED, with recent changes to the GED tests, many students feel Hadley's HS Program is a better choice for them.

Can I go on to college upon completion of the High School Program?

Hadley's program is a general diploma program, not college preparatory. If you are preparing for post-secondary education, additional coursework from sources other than Hadley may be required.

Do you offer high school credited courses online? Most high school courses are available in braille and large print formats. Some high school courses are offered online and in audio format.

Can I obtain an official transcript of the courses I complete at Hadley?

Yes. Transcripts are available upon request, at no cost, by sending a written request to Student Services.

Do I have to take any entrance or exit tests? While Hadley does not require standardized test scores for admission, prospective students in the HS Program must successfully complete an Entrance Assignment. An exit exam is not required for successful completion of the program. However, students must earn a completion grade of C or better in each course in order to earn credit toward their diploma.

Do you have additional questions? Contact Karen Woodfork, High School Coordinator, directly at woodfork@hadley.edu.



HIGH SCHOOL COURSES

Course Title	Assignments	Credit
English		
Basic English Skills 1	10	1/2
Basic English Skills 2	7	1/2
Elements of Poetry	14	1
English Composition	24	1
Literature: Drama	5	
Literature: Nonfiction.....	4	
above 2 courses combined offer 1/2 credit		
Literature: Fiction.....	8	1/2
Punctuation	8	1/2
Spelling: Word Study (credit counts as elective).....	10	1/2
Mathematics		
Abacus 1.....	15	1
Abacus 2.....	5	1/2
Practical Math 1	12	
Practical Math 2	10	
above 2 courses combined offer 1/2 credit		
Pre-Algebra 1	11	
Pre-Algebra 2.....	11	
above 2 courses combined offer 1 credit		
Algebra, Part 1	10	
Algebra, Part 2.....	11	
above 2 courses combined offer 1 credit		
Science		
Life Science	7	
Physical Science	8	
above 2 courses combined offer 1 credit		
Health (required)	8	1/2
Human Eye 1	5	1/2
Human Eye 2	10	1/2

Social Studies

American Government (required).....	11	1
U.S. History: Discovery to the Jacksonian Era	9	1/2
U.S. History: The Nineteenth Century.....	9	1/2
U.S. History: World Wars	9	1/2
U.S. History: Post-World War Years	9	1/2
World History	18	1

Braille

Braille Literacy 1: Tactile Readiness for Braille	6		
Braille Literacy 2: Learning the Braille Alphabet	10		
Braille Literacy 3: Uncontracted Braille	9		
above 3 courses combined offer 1/2 credit			
Braille Literacy 4: Contracted Braille	TBD	1
Braille Music Reading.....	14	1/2
The Essentials of the Nemeth Code.....	10	1/2

Technology

Internet Basics.....	4		
Web Browsing	2		
above 2 courses combined offer 1/2 credit			
Typing and Keyboarding	8	1/2

Business Concepts and Skills

NOTE: These courses can be taken for credit to fulfill Vocational Study.

Finding Employment.....	6	1/2
Business Communications	6		
Business Writing.....	4		
above 2 courses combined offer 1/2 credit			
Business Law 1	13		
Business Law 2	12		
above 2 courses combined offer 1 credit			

Independent Living

Diabetes: Toward Self-Management	10	1/2
Independent Living Series	TBD		

Managing Personal Finances	7 1/2
Personality Psychology	8 1/2
Staying Safe: Emergences and Disasters	7	
Personal Safety: Self Defense Strategies	9	
above 2 courses combined offer 1/2 credit		
Self-Esteem and Adjusting with Blindness	10 1

Parenting Series

Parenting: Preparation	13
Parenting: Infancy	10
Parenting: Early Years	11
above 3 courses combined offer 1 credit	

Language

Conversational Spanish 1	10 1/2
Conversational Spanish 2	10 1/2

Recreation

Chess for Beginners	6	
Chess: Principles and Strategies	6	
above 2 courses combined offer 1/2 credit		
Container Gardening	7 1/2
New Testament Survey	12	
Your Bible	2	
above 2 courses combined offer 1/2 credit		
Old Testament Law and History	12	
Old Testament Poetry and Prophecy	12	
above 2 courses combined offer 1/2 credit		



ASSESSMENTS

Adult Continuing Education Entrance Assignment

This brief assignment is designed to simulate taking a Hadley course. It ensures that you have the tools and ability to complete courses through distance education. **Assignment: ACE-003, Media: B, CD, DTB, DTB-DL, LP or OL, Lessons: 1**

Hadley High School Entrance Assignment

This brief assignment is designed to simulate taking a Hadley course. It ensures that you have the tools and ability to complete courses through distance education. It also helps assess your academic knowledge for placement into the appropriate English, mathematics or other courses. (Assignments may not be submitted in audio format.) **Assignment: HSP-003, Media: B, CD, DTB, DTB-DL, LP or OL, Lessons: 1**

Braille Placement Assessment

This brief assessments evaluates your skills in reading uncontracted braille to determine your readiness to study contracted braille. Upon completion of this test, which may be submitted in written, email or recorded form, you will be enrolled in the Hadley braille course most appropriate for you. **Assessment: EBR-003, Media: B with DTB Instructions and LP, Lessons: 1**

English Diagnostic Assessment

Hadley offers a number of courses to help you improve your English skills. To find out which Hadley course is most suitable for you, this brief assessment evaluates your knowledge of English grammar and your writing skills. This assessment is NOT required for "Basic English Skills 1" or "Spelling: Word Study." **Assessment: ENG-001, Media: B, DTB, DTB-DL, LP or OL, Lessons: 1**

Internet Skills Assessment

Can you use email, read Web pages and identify the software and

hardware requirements necessary to complete Hadley's online courses? The exercises in this assessment help the school evaluate your current Internet skills. It also is the prerequisite for "Web Browsing Basics."

Assessment: WEB-001, Media: OL

Mathematics Diagnostic Test

This test will assess your math skills so that you will be placed in an appropriate math course. Complete as many questions as possible, showing all work/steps. This test is NOT required for Practical Math 1 or Abacus 1. Prerequisites: Braille users need a working knowledge of the Nemeth Code for mathematics and the ability to answer questions in braille. **Test: AMA-401, Media: B or LP, Lessons: 1**

Get Ready, Get Set, Study!

This course helps you develop effective study skills and strategies and apply them to your Hadley studies. It addresses setting goals, creating an atmosphere for learning and building the necessary skills to succeed in your courses. In addition, it explores your personal learning style and describes specific strategies for completing your assignments. **Course: GGS-101, Media: UEB, DTB, DTB-DL, LP or OL, Lessons: 4**

MEDIA CODE REFERENCE

B	English Braille American Edition
C	Cassette
CD	CD-ROM
DTB	Audio Digital Talking Book
DTB-DL	Audio Digital Talking Book (download)
LP	Large Print
OL	Online
UEB	Unified English Braille



COURSE DESCRIPTIONS

The following course descriptions provide basic information about Hadley courses. To view a lesson-by-lesson course summary, visit hadley.edu and access the "Course Details" link or contact Student Services.

ENGLISH

Basic English Skills 1

Using correct English grammar is a valuable skill for successful communication. This course presents a discussion of the basic parts of sentences and how they are put into a working order. Introduced are the eight parts of speech: verbs, nouns, adjectives, adverbs, pronouns, prepositions, conjunctions and interjections. This course provides a basic level of grammar skills and prepares students for Hadley's "Basic English Skills 2" course. Prerequisites: Although this course has no prerequisites, it does NOT teach conversational English. At minimum, students should be able to read and write English at an eighth-grade level. **Course: ENG-103, Media: B, DTB, DTB-DL, LP or OL, Lessons: 10**

Basic English Skills 2

Using correct English grammar is a valuable skill for successful communication. This course continues the discussion from "Basic English Skills 1" of the basic parts of sentences and how they are put into a working order. It introduces the remaining parts of speech, along with using verbals, making subjects and verbs agree and using compound and complex sentences. It also discusses standard and nonstandard English. Prerequisites: Completion of "Basic English Skills 1," or placement into this course according to the English Diagnostic Assessment. NOTE: At minimum, students should be able to read and write English at an eighth-grade level. **Course: ENG-106, Media: B, DTB, DTB-DL, LP or OL, Lessons: 7**

Elements of Poetry

This course examines the elements of verse writing so that you can compose your own poems. (The LP version is available to U.S. students)

only. Assignments may not be submitted in audio format.) **Course: AEN-711, Media: B, C or LP, Lessons: 14**

English Composition

Move beyond grammar and learn to craft strong prose. This course examines the structures of sentences, paragraphs, essays and stories. Lessons provide many opportunities for you to practice effective writing. (The LP version is available to U.S. students only. Assignments may not be submitted in handwritten or audio formats.) Prerequisites: "English Diagnostic Assessment" or "English Skills" courses. **Course: ENG-111, Media: B, C or LP, Lessons: 24**

Punctuation

This course provides a thorough study of punctuation, capitalization and use of italics, to help you demonstrate your improved ability to punctuate and capitalize. Understanding punctuation symbols will improve your writing and reading. (Assignments may not be submitted in audio format.) Prerequisites: "English Diagnostic Assessment" or "English Skills." **Course: ENG-121, Media: B, DTB, DTB-DL or LP, Lessons: 8**

Spelling: Word Study

This course will answer questions about spelling, abbreviating, capitalizing and forming possessives and plurals. **Course: ENG-131, Media: B, DTB, DTB-DL or LP, Lessons: 10**

LITERATURE SERIES

You are invited to enroll in one of these literature courses if you have good writing skills as demonstrated by one of the following: a successful course history with Hadley; completion of "English Composition" or another Hadley literature course; or an equivalent score on the "English Diagnostic Assessment."

Literature: Drama

This course introduces various types of drama from different time periods. It explores the elements of drama and presents excerpts from plays, as well as a complete play to illustrate these elements. Each lesson

also includes a scenario where fictional students discuss the presented literary work with their teacher. This course gives you the tools to better understand drama. **Course: LIT-121, Media: B, DTB, DTB-DL, LP or OL, Lessons: 5**

Literature: Fiction

This course presents short stories and novel excerpts and examines their elements. It also presents scenarios where fictional characters explore the meaning of the literary works. **Course: LIT-101, Media: B, DTB, DTB-DL, LP or OL, Lessons: 8**

Literature: Nonfiction

Learn about the characteristics of nonfiction by examining excerpts from classics and read scenarios where fictional students discuss the presented literary work with their teacher. This course gives you the tools to analyze and appreciate works of nonfiction. **Course: LIT-111, Media: B, DTB, DTB-DL, LP or OL, Lessons: 4**

MATHEMATICS

HS students: Contact Hadley's High School Coordinator regarding math course selection. NOTE: Most mathematics courses require you to show your math steps in written or braille format. Some math courses require the knowledge of the Nemeth Code, if using the braille format.

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: Knowledge of math facts. (Pre-test with instructor is required for approval to enroll.)

Course: ABA-101, Media: B, DTB, DTB-DL, LP or OL, Lessons: 15

Abacus 2

To further your abacus skills, learn to compute fractions, percents, quantities, square roots and negative numbers. Prerequisites: Teacher

recommendation after completion of "Abacus 1" or equivalent. **Course: ABA-201, Media: B, DTB, DTB-DL or LP, Lessons: 5**

Practical Math 1

This course teaches how to add, subtract, multiply and divide whole numbers and fractions. Throughout the course, you have opportunities to apply these skills to real-life situations. The goal of this course is to enable you to develop the math skills needed for daily living and further studies.

Course: MTH-101, Media: B or LP, Lessons: 12

Practical Math 2

This course further develops the math skills taught in "Practical Math 1." Topics include decimals, percentages, ratios and standard and metric measurements; the course connects these concepts and skills to daily life. This course allows you to develop the math skills needed for everyday living and further studies. Prerequisite: "Practical Math 1" **Course:**

MTH-201, Media: B or LP, Lessons: 10

Pre-Algebra 1

The goal of this Pre-Algebra series is to develop skills in pre-algebra, or the mathematical skills needed to begin solving problems in algebra. In particular, pre-algebra involves becoming familiar with using mathematical expressions and equations that include numbers in various forms, such as fractions and decimals. As you progress through the course, you build on what you already know. This first pre-algebra course introduces working with variables and familiarizes you with mathematical expressions and equations. (Assignments may not be submitted in audio format.) Prerequisites: "Practical Math 2" or instructor approval based on "Mathematics Diagnostic Test" **Course: MTH-301, Media: B or LP, Lessons: 4, with 11 Assignments**

Pre-Algebra 2

This second pre-algebra course has you work with mathematical expressions and equations that involve decimals, fractions and integers as variables. It also introduces the coordinate plane and probability. (Assignments may not be submitted in audio format.) Prerequisite:

"Pre-Algebra 1" Course: MTH-306, Media: B or LP, Lessons: 6, with 11 Assignments

Algebra, Part 1

The goal of this first course in the Algebra series is to enable students to develop the mathematical skills they need to solve problems in algebra. Topics include reviewing concepts related to equations; the coordinate plane and functions; linear equations and functions; slope and the y-intercept; inequalities; and systems of equations and inequalities. As students progress through the course, they build on what they already know. Prerequisite: "Pre-Algebra 2" **Course: MTH-401, Media: (B in development) or LP, Lessons: 6, with 10 Assignments**

Algebra, Part 2

The goal of this second course in the Algebra series is to enable students to develop the mathematical skills they need to solve problems in algebra. Topics include data analysis; mean, median and mode; exponents, functions and scientific notation; quadratic functions and equations; polynomials and factoring; and radicals and geometry. As students progress through the course, they build on what they already know. Prerequisite: "Algebra, Part 1" **Course: MTH-406, Media: B (in development) or LP, Lessons: 5, with 11 Assignments**

SCIENCE

Health

People face many health issues on a daily basis. Many of these issues can be avoided simply by eating well and engaging in physical activity every day. Staying healthy also involves getting annual checkups and identifying and addressing possible problems. This course covers important health topics: nutrition; maintaining a healthy weight; eating disorders; mental health; stress management; drug and alcohol abuse; smoking; and sexually transmitted diseases. **Course: HLT-101, Media: B, DTB, DTB-DL, LP or OL, Lessons: 8**

Life Science (New)

Complex and interrelated activities characterize life itself. The life sciences explore every aspect of living organisms, from their internal makeup to how they reproduce to how they interact with each other and their environment. The goal of this course is to examine living organisms so you can explore the role that science plays in your life and your environment.

Course: SCI-111, Media: UEB, DTB, DTB-DL, LP or OL, Lessons: 7

Physical Science (New)

Physical science is the study of the physical world. It is the study of matter and energy. Physical science helps people understand how things exist in the universe, energy sources and how machines work. This course covers important topics: motion; force; light and sound energy; matter; electricity; magnetic forces; machines; and nuclear energy. **Course:**

SCI-102, Media: UEB, DTB, DTB-DL, or LP, Lessons: 8

HISTORY AND SOCIAL STUDIES

American Government

What is government by the people? This course addresses this question by examining the U.S. government at the national, state and local levels. It also covers how historical events, as well as court cases, have changed our Constitution. It explores the freedoms and responsibilities of U.S. citizens. (LP version available to U.S. students only) **Course: GOV-101, Media: B or LP, Lessons: 25, with 11 Assignments**

U.S. History: Discovery to the Jacksonian Era

This course invites you to learn about the early history of the United States. It will transport you back in time to examine the early years of the land and its people. **Course: HST-101, Media: B, DTB, DTB-DL or LP, Lessons: 9**

U.S. History: Nineteenth Century

The first half of the 19th century witnessed not only tremendous growth, but also increasing dissension. These factors would ultimately lead to the

Civil War. Out of the ravage that tore the nation apart, however, a new union emerged. At the same time, the new Industrial Age was taking hold.

Course: HST-111, Media: B, DTB, DTB-DL or LP, Lessons: 9

U.S. History: World Wars

By the beginning of the 20th Century, the United States had begun to emerge as a leading world power.

Course: HST-121, Media: B, DTB, DTB-DL or LP, Lessons: 9

U.S. History: Post-World Wars

After the world wars, the United States confronted many obstacles at home. These challenges included the search for new leaders, pursuit of civil rights for all and changes in government policies. Moreover, science and technology proved important factors in the advancement of the nation.

Course: HST-131, Media: B, DTB, DTB-DL or LP, Lessons: 9

World History

This course describes ancient civilizations to the beginning of the 21st Century. Learn about great leaders, world conflicts and major historical events that have occurred on six continents. (LP version available to U.S. students only)

Course: HST-201, Media: B, C or LP, Lessons: 34, with 18 Assignments

BRAILLE AND BRAILLE READINESS

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-111, Media: C, Lessons: 5

Transitioning to Unified English Braille

As an individual who knows contracted braille, transitioning to UEB (Unified English Braille) is important. Beginning in 2016, braille materials will be produced in UEB in the United States. This course provides a

structured approach to learning the differences between EBAE (English Braille American Edition) and UEB. The abundant examples and exercises help you progress easily and transition to the new code. Prerequisites: Strong contracted reading and writing skills in EBAE or SEB (Standard English Braille) **Course: UEB-101, Media: UEB, Lessons: 6**

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. Because 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. This course is recommended if you have no prior knowledge of braille. **Course: EBR-802, Media: DTB instructions with B workbooks, 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-913, Media: DTB instructions with B workbooks, Lessons: 10**

Braille Literacy 3: Uncontracted Braille, UEB Version

Increase your ability to read and write braille by learning uncontracted braille in which every word is written out letter for letter (often called grade 1 braille). The course covers the braille alphabet, numbers, punctuation, and some special signs. Directions for using the braillewriter as well as the slate and stylus are included. Prerequisite: "Braille Literacy 1: Tactile Readiness" and "Braille Literacy 2: Learning the Braille Alphabet," or the ability to read all letters of the braille alphabet by touch. **Course: EBR-923, Media: DTB with UEB workbook, Lessons: 9**

Braille Literacy 4: Contracted Braille

New course in development to include UEB Braille Code translation. Contact Student Services.

Braille Music Reading

Learn the fundamentals of the braille music code. Whether you are a beginning musician or an accomplished professional, being able to read music in braille expands your ability to learn and appreciate music independently. After completing this course, you will be able to read single-line music. Assignments are submitted in text with the option of playing and recording short musical examples. Prerequisites: Consent from instructor is required to enroll. Consent is based on strong contracted braille reading and writing skills; some musical background; and access to an acoustic or digital piano. **Course: MUS-101, B with CD Audio Music Accompaniment, Lessons: 14**

Braille Music Reading: Keyboard Music

This continuation course after "Braille Music Reading" enables students to read keyboard music in braille so they can study and practice independently. It provides abundant exercises excerpted and transcribed from print piano and organ music, which allow students to practice their skills. Prerequisites: (1) successful completion of "Braille Music Reading," MUS-101; (2) ability to play the piano or another keyboard instrument at any level; (3) access to a piano or another keyboard instrument (acoustic or electronic, 61 keys minimum); (4) strong contracted braille reading and writing skills; and (5) instructor consent. **Course: MUS-106, Media: B**

Braille Music Reading: Vocal Music

A continuation to "Braille Music Reading," this course enables students to read vocal music in braille. For those who sing in a choir or sing solo with or without accompaniment, reading braille vocal music will expand their musical experiences. The course provides abundant examples excerpted and transcribed from classical and popular solo and choral vocal music. Prerequisites: Successful completion of "Braille Music Reading," MUS-101; strong contracted braille reading and writing skills; some musical background, especially singing; and access to an acoustic or digital piano. **Course: MUS-111, Media: B, with Audio Accompaniment, Lessons: 4**

Experience Braille Reading

Practice using your contracted braille skills with a variety of texts, such as

short stories, travel itineraries, song lyrics, menus, catalogs and recipes. This course provides guided practice in these braille formats and many more. Prerequisites: The ability to read contracted braille by touch and the ability to submit portions of assignments in recorded form. **Course: TBD, Media: B, (UEB version is in development)**

The Essentials of the Nemeth Code

Further your knowledge of braille by learning the basic symbols of the Nemeth Code, which is used in math and science. For braille readers, competence in the Nemeth Code contributes greatly to your chances for success in math and science. After completing this course, you will be able to use the Nemeth Code for basic arithmetic, algebra and geometry. Prerequisites: Strong contracted braille reading and writing skills. Basic math skills, including experience with long division, fractions and decimals, and elementary algebra and geometry concepts. **Course: NEM-101, Media: B, Lessons: 10**

INDEPENDENT LIVING

Independent Living Series

The Independent Living Series consists of mini-courses, each with two assignments. The assignments suggest techniques and resources to assist in completing daily tasks. The mini-courses can be taken in any order depending upon the needs of the individual. **Media: B (as indicated), DTB, DTB-DL, LP or OL**

Independent Living: The Beginnings (LIV-101) **B**

Independent Living: Orientation and Mobility Basics (LIV-111) **B**

Independent Living: Socialization and Dining (LIV-121) **B**

Independent Living: Clothing Care and Dressing Confidently (LIV-131) **B**

Independent Living: Cooking (LIV-141) **B**

Independent Living: Personal Care (LIV-151) **UEB**

Independent Living: Housekeeping (LIV-161) **UEB**

Independent Living: Basic Home Maintenance (LIV-171) **UEB**

Effective Listening

New course in development. Contact Student Services to be notified when the course is available.

Going Places

Concerned about getting around now that you've given up the car keys? This course helps 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 or OL, Lessons: 5**

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 yourself. **Course: GDG-101, Media: B, DTB, DTB-DL, LP or OL, Lessons: 5**

Managing Personal Finances

This course emphasizes how you are in charge of your finances and provides the tools you need to be in charge. Topics include the financial road map; household spending plan; savings plan; credit-card debt management; tax planning; types of insurance; stock market investment; and retirement and estate planning. This course will help individuals apply proven financial strategies and sound money management information to their own lives. **Course: MPF-101, Media: B, DTB, DTB-DL, LP or OL, Lessons: 7**

Personality Psychology

This course introduces the study of personality psychology and describes theories of personality development. It explains how personality is assessed and discusses psychological disorders. It then discusses initiative, emotional stability, optimism and self-reliance. Examining concepts of personality psychology will enable you to better understand yourself and others.

Course: PSY-102, Media: B, DTB, DTB-DL, LP or OL, Lessons: 8

Personal Safety: 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, DTB, DTB-DL or LP, Lessons: 9**

Staying Safe: Emergencies and Disasters

This course provides information needed to protect yourself, your family and your home in case of emergency. 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: SAF-101, Media: B, DTB, DTB-DL, LP or 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 in adjusting 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, DTB, DTB-DL or LP (available to U.S. students only) Lessons: 10**

Self-Help Groups: An Introduction

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-102, Media: B, DTB, DTB-DL, LP or OL, Lessons: 4**

Self-Help Groups: Advanced Topics

Are you 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. Prerequisites: "Self-Help Groups: An Introduction" or instructor approval. **Course: SHG-202, Media: B, DTB, DTB-DL, LP or OL, Lessons: 4**

Diabetes: Toward Self-Management

Identify the factors necessary to successfully manage diabetes, 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, DTB, DTB-DL, LP or OL, Lessons: 10**

Glaucoma

The course discusses 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-102, Media: B, DTB, DTB-DL, LP or OL, Lessons: 5**

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-102, Media: B, DTB, DTB-DL, LP or 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 you to describe the basic anatomy and some conditions of the human eye.

Course: EYE-102, Media: B, DTB, DTB-DL, LP or OL, Lessons: 5

Human Eye 2

This course focuses on individual parts of the eye, starting from the outside and exploring inward. After exploring the cornea, it examines the extraocular muscles; the conjunctiva; the uveal tract; the crystalline lens;

and the retina. Finally, 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 you to describe the basic anatomy and many conditions of the human eye. Prerequisite: "Human Eye 1." **Course: EYE-106, Media: B, DTB, DTB-DL, LP or OL, Lessons: 10**

PARENTING SERIES

Parenting: Preparation

This course in Hadley's Parenting Series provides the information you need to prepare confidently for your child's birth. It discusses pregnancy; birth; breast feeding versus bottle feeding; and the first few days of parenthood. Also included are practical, adaptive tips and techniques. **Course: EIL-601, Media: B, C or LP, Lessons: 13**

Parenting: Infancy

Many issues arise during your baby's first 12 months in areas such as growth and development; basic care; health; behavior; and safety. This course offers tips and techniques that can help you become a competent, resourceful parent. **Course: EIL-611, Media: B, C or LP, Lessons: 10**

Parenting: Early Years

This course discusses growth and development; basic care; health; behavior; family relationships; and safety issues that arise during ages 1 to 5. Also included are practical tips and techniques. **Course: EIL-621, Media: B, C or LP, Lessons: 11**

LANGUAGE

Conversational Spanish 1

This course is based on "Living Language's Ultimate Spanish: Beginner-Intermediate," by Irwin Stern. It teaches the basic Spanish you need for traveling, speaking with other Spanish speakers in your community and communicating in work situations. The skills taught include basic vocabulary, grammar usage, listening comprehension, pronunciation, as

well as cultural understanding. (Assignments must be submitted in audio format.) **Course: SPN-101, Media: DTB or DTB-DL, with Optional B or LP, Lessons: 10**

Conversational Spanish 2

This course builds on the skills learned in "Conversational Spanish 1," continuing with the basic Spanish you need for going out to restaurants, shopping and other daily situations. The skills taught include basic vocabulary, grammar usage, listening comprehension, pronunciation, as well as cultural understanding. The goal of the course is to understand and speak basic conversational Spanish. Prerequisite: "Conversational Spanish 1". **Course: SPN-106, Media: DTB or DTB-DL with Optional B or LP, Lessons: 10**

RECREATION

Enjoying Birdsongs

Enjoying birdsongs helps people reduce stress; improve cognition and memory; interact with nature; and even have spiritual experiences. This course guides students through the many birdsongs presented in John Neville's audio CD set, "Beginner's Guide to Bird Songs of North America." This course helps students to appreciate nature and birdsongs, as well as reflect on their experiences with birdsongs. Prerequisite: Equipment to play audio CDs. **Course: BRD-101, Media: CD, LP with CD, B with CD, Lessons: 8 with 3 Assignments**

Chess for Beginners

This course will provide you with the first steps in chess: familiarizing yourself with the board; identifying the chessmen, including the moves of each piece; and learning chess terminology. You also will learn how moves are recorded (algebraic chess notation) and how game positions are recorded (Forsyth diagramming). **Course: CRE-091, Media: B, or DTB, DTB-DL, Lessons: 6**

Chess: Principles and Strategies

This course will teach you the four principles of chess: force, time, space and pawn structure. You will learn maneuvers such as pins, forks and checkmates. All these are needed to win chess games. Prerequisite: "Chess for Beginners." **Course: CRE-092, Media: B, DTB, DTB-DL, Lessons: 6, with 4 Assignments**

Container Gardening

Many people who are visually impaired are successful gardeners. Any space, no matter how small, can become a container garden. Possible locations include a balcony, front step or patio. The goal of this course is to provide information needed for planning, establishing and caring for a container garden. You are not required to plant a container garden. **Course: GAR-101, Media: B, DTB, DTB-DL, LP or OL, Lessons: 7**

Stress Relief and Meditative Gardening

Gardening and meditation connect your external environment with your internal environment. This course describes different types of healing gardens, as well as basic relaxation and stress-reducing techniques related to having a healing garden. It presents the information you need to create a garden space in your home that can be used for stress relief and meditation. This course was a combined effort between Hadley and the Chicago Botanic Garden. **Course: GAR-111, Media: OL, Lessons: 4**

New Testament Survey

From Matthew to Revelation, you will study the New Testament book-by-book, as you learn about the life of Jesus and the beginnings of the Christian church. Prerequisite: You will need a Bible in an accessible format. **Course: CBB-051, Media: B and DTB, Lessons: 12**

Old Testament Law and History

As you study the Old Testament books from Genesis through Esther, you will examine ideas that continue to influence our world. Prerequisite: You will need a Bible in an accessible format. **Course: CBB-101, Media: B and DTB, Lessons: 12**

Old Testament Poetry and Prophecy

Discover timeless poetry and profound prophecies in the Old Testament books from Job through Malachi. Prerequisite: You will need a Bible in an accessible format. **Course: CBB-151, Media: B and DTB, Lessons: 12**

Your Bible

Who wrote the Bible? How do I cope with difficult problems in Bible study? How can I obtain books that will increase my understanding of the Bible? This course will help you answer these questions and understand the historical background of the English Bible. Prerequisite: You will need a Bible in an accessible format. **Course: CBB-201, Media: B and DTB, Lessons: 12**

TECHNOLOGY

Prerequisites for technology courses: Students must be able to use a computer independently and be comfortable using assistive technology. Currently, Hadley does not offer an introductory computer class.

Internet Essentials

New course in development. Contact Student Services to be notified when the course is available.

Developing Your Technology Tool Kit

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-101, Media: B, DTB, DTB-DL, LP or 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. Prerequisites: Ability to use your own access technology and successful completion of the "Internet Skills Assessment" or "Web Browsing Basics." **Course: INT-101, Media: OL, Lessons: 4**

Web Browsing Basics

In every aspect of employment, from entry level to executive positions, Internet browsing and searching play a significant role in the employee's day-to-day activities. The goal of this course is to help individuals who are visually impaired understand the components of a Web page and how information is positioned, as well as develop strategies for browsing and searching accessible and inaccessible Web sites. Prerequisites: Access to a PC with Microsoft Windows XP or above and successful completion of the "Internet Skills Assessment." **Course: WEB-122, Media: OL, Lessons: 2**

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: This course does not teach word-processing techniques. Prerequisites: Access to a 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. If you wish to email assignments, you will need familiarity with email attachments. **Course: KEY-101, Media: B, DTB, DTB-DL or LP, Lessons: 8**

Using Excel

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; cataloging music;

or tracking data such as finances or a household budget. Prerequisites: Basic math operations, fractions, decimals, percents; familiarity with PC and access technology; access to a computer with Excel 2003, 2007 or 2010 installed. **Course: BBS-112, Media: B, DTB, DTB-DL, LP or OL, Lessons: 5**

Screen Reader Courses

The following two courses will teach you how to be more efficient using your screen reader. Although designed for use with any of the available screen-reading programs, these courses are NOT recommended for beginning users of screen-reading software. Each course has a pretest that may take approximately 30 minutes to complete before starting Lesson 1.

Screen Readers: Formatting Word Documents

The goal of this course is to help you become more efficient at editing and formatting information in Microsoft Word documents. (Microsoft Word 2007 or 2010 recommended; contact instructor if using a different version). **Course: WRD-111, Media: OL, Lessons: 2**

Screen Readers: Listening Skills

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: Knowledge of and comfort with using your screen-reading software; experience accessing audio files; stereo headphones recommended.

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

BUSINESS CONCEPTS AND SKILLS

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, DTB, DTB-DL, LP or OL, 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 you apply fundamental concepts.

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

Business Communications

This course provides you with the information and practice you need to communicate effectively in a variety of business settings. **Course:**

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

Business Writing

This course teaches you the basics of writing a 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 to your business situation.

Prerequisites: Strong punctuation and grammar skills. **Course: BBS-202, Media: B, DTB, DTB-DL, LP or OL, Lessons: 4**

Business Law 1

One of the most important aspects of starting or managing a business is having a basic knowledge of the laws and how they affect you and your business. The "Business Law" series presents the principles and workings of business law in the United States. This first course examines borrowing from banks, going public, contracts, consignments, collections, expanding your market, patents and trade secrets, trademarks and copyrights. The goal of this course is to enable you to explore the principles and elements of business law and explain their relevance in your business operations.

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

Business Law 2

This continuation course describes the legal issues involved with expanding a business. It examines advertising, licensing, the Internet, warranties, product liability, business insurance, employees, taxes, zoning,

renting commercial space, pension plans and estate planning.

Prerequisite: "Business Law 1." **Course: LAW-106, Media: B, DTB, DTB-DL, LP or OL, Lessons: 5**

Leadership and Management 1

This course presents the various aspects involved with effective leadership and management. It examines the importance of individual experiences and education in leadership development. Also explored are the influences of values, traits and behaviors on leadership styles. Audio interviews with experienced business and organization leaders who are visually impaired enhance this course. (LP version available to U.S. students only.) Prerequisite: Pre-approval required for enrollment. **Course: LDR-401, Media: B, DTB or LP textbook, with OL study guide and assignments, Lessons: 8**

Leadership and Management 2

This course is a continuation of "Leadership and Management 1." As leaders or managers, you learn how given situations can produce different outcomes depending on the circumstances. This course also explores the countless challenges in dealing with organizational change. (LP version is available to U.S. students only.) Prerequisite: Completion of "Leadership and Management 1." **Course: LDR-411, Media: B, DTB or LP textbook, with OL study guide and assignments, Lessons: 5**

FORSYTHE CENTER FOR EMPLOYMENT AND ENTREPRENEURSHIP

The Forsythe Center for Employment and Entrepreneurship (FCE) is intended for persons who are blind or visually impaired who wish to start and grow their own businesses or add to their employability skills. The majority of the curriculum offerings and resources will be available online only. Opportunities to attend live lectures, interact with other students and download recordings of past presentations will be available through Seminars@Hadley. Enrollment consideration for selected courses will be given to sighted family members who expect to be involved in the business.

Contact Student Services or visit Hadley's Web site for updated curriculum offerings, detailed course descriptions and resources.

Self-Employment with a Minimal Investment

This informational course guides you through the processes of starting a small business. The lessons inspire and encourage, while remaining realistic about expectations, as you determine if self-employment is a realistic pursuit for you. 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. (This is the recommended first course for anyone new to self-employment/entrepreneurship.) **Course: EMP-201, Media: OL, Lessons: 6**

Strategies to Connect with Social Media

Various social networks have emerged as vehicles for organizations and companies to grow their business and for individuals to interact and develop personal networks. This course explains how to integrate social networking opportunities into your daily use of technology. It discusses the challenges you will encounter and explains how to remove any visual obstacles, preconceptions and challenges that could hold you back. The goal is to enable you to take advantage of what a dynamic social networking experience has to offer, whether you are an aspiring business owner, perspective job seeker, student, or individual. **NOTE: Signing up and joining at least one social media network is required to complete the course. Module: FCE-260, Media: OL, Lessons: 3**

Current FCE Modules

Listed below are the modules currently available in FCE. Access the "Course Listing" section online at www.hadley.edu for detailed descriptions and for the most updated list.

- Market Research
- The Marketing Plan
- The Financial Plan
- The Business Plan
- Business Insurance

- Forms of Ownership
- Veterans Benefits
- Federal Government Benefits
- Accounting for Small Business
- Taxes for Small Business
- Obtaining Financing
- Networking Skills
- Customer Service Basics
- The Basics of Sales
- Selling on eBay
- Marketing: Finding Customers and Clients
- Marketing: Conveying a Message
- Marketing: Matching Products to Customers
- Marketing: Creating an Image
- Marketing: Promotional Materials
- How to Make Money as a Writer
- Business Ethics

FAMILY EDUCATION

Additional Courses of Interest

Hadley also offers courses that may be of particular interest to parents who are visually impaired through the Family Education Program. Adult Continuing Education and High School Program students are welcome to enroll. Request the Family Education Program brochure or visit Hadley's Web site for the most updated information and course offerings.



ALPHABETICAL COURSE LISTING

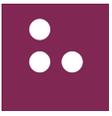
Abacus 1
Abacus 2
Accounting for Small Business
Adult Continuing Education Entrance Assignment
Algebra, Part 1
Algebra, Part 2
American Government
Basic English Skills 1
Basic English Skills 2
Basics of Sales
Braille Literacy 1: Tactile Readiness for Braille
Braille Literacy 2: Learning the Braille Alphabet
Braille Literacy 3: Uncontracted Braille
Braille Literacy 4: Contracted Braille
Braille Music Reading
Braille Music Reading: Keyboard Music
Braille Music Reading: Vocal Music
Braille Placement Assessment
Business Communications
Business Ethics
Business Fundamentals
Business Insurance
Business Law 1
Business Law 2
Business Plan
Business Writing
Chess for Beginners
Chess: Principles and Strategies
Container Gardening
Conversational Spanish 1
Conversational Spanish 2
Customer Service Basics

Developing Your Technology Tool Kit
Diabetes: Toward Self-Management
Effective Listening
Elements of Poetry
English Composition
English Diagnostic Assessment
Enjoying Birdsongs
Essentials of the Nemeth Code
Experience Braille Reading
Federal Government Benefits
Finding Employment
Forms of Ownership
Get Ready, Get Set, Study!
Glaucoma
Going Places
Guide Dogs
Health
High School Entrance Assignment
How to Make Money as a Writer
Human Eye 1
Human Eye 2
Independent Living Series
Independent Living: The Beginnings
Independent Living: Orientation and Mobility Basics
Independent Living: Socializing and Dining
Independent Living: Clothing Care and Dressing Confidently
Independent Living: Cooking
Independent Living: Personal Care
Independent Living: Housekeeping
Independent Living: Home Repair
Internet Basics
Internet Essentials
Internet Skills Assessment
Leadership and Management 1
Leadership and Management 2

Life Science
Literature: Drama
Literature: Fiction
Literature: Nonfiction
Macular Degeneration
Managing Personal Finances
Market Research
Marketing: Finding Customers and Clients
Marketing: Conveying a Message
Marketing: Matching Products to Customers
Marketing Plan
Marketing: Promotional Materials
Marketing: Creating an Image
Mathematics Diagnostic Test
Networking Skills
New Testament Survey
Obtaining Financing
Old Testament Law and History
Old Testament Poetry and Prophecy
Parenting: Early Years
Parenting: Infancy
Parenting: Preparation
Personal Safety: Self-Defense Strategies
Personality Psychology
Physical Science
Practical Math 1
Practical Math 2
Pre-Algebra 1
Pre-Algebra 2
Punctuation
Screen Readers: Formatting Word Documents
Screen Readers: Listening Skills
Self-Employment with a Minimal Investment
Self-Esteem and Adjusting with Blindness
Self-Help Groups: Advanced Topics

Self-Help Groups: An Introduction
Selling on eBay
Spelling: Word Study
Staying Safe: Emergencies and Disasters
Strategies to Connect with Social Media
Stress Relief and Meditative Gardening
Taxes for Small Business
The Basics of Sales
The Business Plan
The Financial Plan
The Marketing Plan
Typing and Keyboarding
Transition to Unified English Braille
U.S. History: Discovery to the Jacksonian Era
U.S. History: Nineteenth Century
U.S. History: Post-World Wars
U.S. History: World Wars
Using Excel
Using Raised Markers
Veterans Benefits
Web Browsing Basics
World History
Your Bible





NOTES



NOTES



OUR HISTORY—A DREAM REALIZED



When he lost his sight at age 55, William A. Hadley faced many challenges. A high school teacher, Mr. Hadley taught himself braille so that he could continue to enjoy reading. He was saddened, however, to find that there were few educational opportunities for blind adults.

Frustrated, Mr. Hadley wanted to assist others in acquiring communication skills that lead to independence. Together with Dr. E.V.L. Brown, an ophthalmologist and neighbor, Mr. Hadley conceived the idea of teaching braille by mail. The school opened in 1920 to its first student.

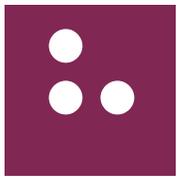
When he mailed his first braille course to a Kansas housewife desperate to continue reading, one wonders if Mr. Hadley ever imagined the eventual result—a school that has become the single largest worldwide distance educator of blind persons.

When Mr. Hadley died in 1941, the school had 800 students. Today, we have an annual enrollment of 10,000 students from all 50 states and more than 100 countries.

Hadley has evolved to serve a broad spectrum of individuals with vision loss, including individuals with low vision. Our traditional course curriculum has been adapted and augmented with new services such as webinars, instructional videos, and the Low Vision Focus @ Hadley. Reflective of this evolution, we are excited to be changing our name in 2016 to Hadley Institute for the Blind and Visually Impaired.

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



CONTACT US

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