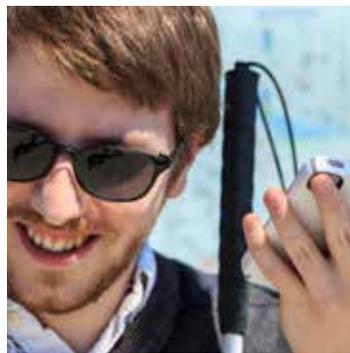




INSTITUTE FOR THE BLIND  
AND VISUALLY IMPAIRED

LEARNING — FOR LIFE



catalog

Since 1920 Hadley has helped adults with visual impairment learn what they want to learn in the way they want to learn it.

Ranging from braille and academic studies to independent living, technology, employment skills and recreation, our learning opportunities have it covered. All learning with Hadley is free of charge for anyone with a visual impairment.



## CONTACT US

800.323.4238 • [HADLEY.EDU](https://www.hadley.edu)

[INFO@HADLEY.EDU](mailto:INFO@HADLEY.EDU) • FAX: 847.446.9916

847.446.8111 TTY: 847.441.8111

**our mission** Hadley Institute for the Blind and Visually Impaired creates personalized learning opportunities that empower people to thrive—at home, at work and in their communities.



## Using an iPhone for Everyday Tasks

Learn tips on using the vision accessibility features on an iPhone, iPad or iPod Touch with Hadley's popular iFocus series. Explore the basics of using a Mac and Apple Watch, too.

Our instructional videos:

- walk you through, step-by-step
- teach you how to complete tasks like sending an email or text, magnifying documents or listening to music
- highlight features designed for a wide range of visual impairment.

Find them on our website, [hadley.edu/InstructionalVideos](http://hadley.edu/InstructionalVideos).



# COURSES

## Braille and Braille Readiness

### ⠠ Braille Placement Assessment

This brief assessment evaluates your skills in reading uncontracted braille to determine your readiness to study contracted braille. Upon completion of this assessment, which may be submitted in written, email or recorded form, you will be enrolled in the Hadley braille course most appropriate for you.

### ⠠ Transitioning to Unified English Braille

As an individual who knows contracted braille, transitioning to UEB (Unified English Braille) is important. Since 2016, braille materials have been 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. **Prerequisite:** Strong contracted reading and writing skills in EBAE or SEB (Standard English Braille).

### ⠠ Braille Literacy 1: Tactile Readiness

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.

### **⠠ 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.”

### **⠠ Braille Literacy 3: Uncontracted Braille, UEB Edition**

Increase your ability to read and write braille by learning uncontracted braille, in which every word is brailled letter for letter. 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.

**Prerequisites:** “Braille Literacy 1” and “Braille Literacy 2,” or the ability to read all the letters of the braille alphabet by touch.

### **⠠ Braille Literacy 4: Contracted Braille, UEB Edition**

Introduction to contracted braille, in which some words and letter combinations are represented by signs that take up less space. The course covers contractions, wordsigns, groupsigns, shortforms and additional symbols and characters. **Prerequisite:** Successful completion of “Braille Literacy 3, UEB Edition” or as determined by completion of Hadley’s Braille Placement Assessment.

Call us at **800.323.4238**  
with questions or to find out  
more about enrolling.

### **⠠ 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. **Prerequisite:** Instructor consent. Consent is based on contracted braille reading and writing skills, some musical background, and access to an acoustic or digital piano.

### **⠠ Braille Music Reading: Keyboard Music**

This continuation course after “Braille Music Reading” enables learners 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 learners to practice their skills.

**Prerequisites:** (1) Successful completion of “Braille Music Reading.” (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) Excellent contracted braille reading and writing skills. (5) Instructor consent.

### **⠠ Braille Music Reading: Vocal Music**

A continuation of “Braille Music Reading,” this course enables learners 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,” strong contracted braille reading and writing skills, some musical background (especially singing), and access to an acoustic or digital piano.

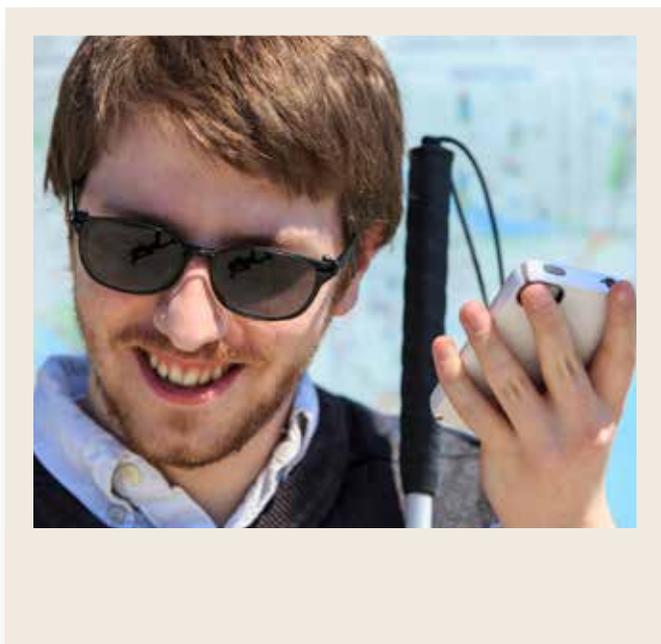
### **⠠ Everyday Reading in UEB**

Do you love to read for enjoyment and interest? Practice your reading skills in Unified English Braille (UEB) by reading 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.

### **⠠ 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.



## Technology

### 🗎 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.)

### 🗎 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.

## Independent Living

### Effective Listening

Gaining effective listening skills is essential for successful communication. Strengthening and enhancing listening skills is a lifelong task, but very rewarding. This course will increase your ability to listen effectively. It provides techniques to practice, including mental processes, awareness of internal and external obstacles, and note-taking techniques, as well as information about today's media.

### 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.

### 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.

### Managing Personal Finances

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.

Visit us at [hadley.edu](http://hadley.edu)  
to see the full listing of  
courses or to get enrolled.

### 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.

### 🔗 **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.

### 🔗 **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 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.

## Recreation

### 🔗 **Enjoying Birdsongs**

Enjoying birdsongs helps people reduce stress, improve cognition and memory, interact with nature, and even have spiritual experiences. This course guides learners through the many birdsongs presented in John Neville's audio CD set, "Beginner's Guide to Bird Songs of North America." This course helps learners appreciate nature and birdsongs, as well as reflect on their experiences with birdsongs. **Prerequisite:** Equipment to play audio CDs.

### 🔗 **Chess for Beginners**

This course provides the first steps in chess: familiarizing yourself with the board, the chessmen, and the moves of each piece; and learning chess terminology. You will also learn how moves are recorded (algebraic chess notation) and how game positions are recorded (Forsyth diagramming).

### 🔗 **Chess: Principles and Strategies**

The four principles of chess: force, time, space and pawn structure.

Learn maneuvers such as pins, forks and checkmates, needed to win chess games. **Prerequisite:** "Chess for Beginners."

### 🌱 Container Gardening

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.

### 🌱 Conversational Spanish 1

Learn basic Spanish you need for travel, conversation, and career. The skills taught include basic vocabulary, grammar usage, listening comprehension, pronunciation, as well as cultural understanding.

### 🌱 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.

## Employment and Business

### 🌱 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.

### 🌱 Business Communications

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

### 🌱 Business Writing

This course teaches you the basics of writing a business

Call us at **800.323.4238**  
with questions or to find out  
more about enrolling.

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. **Prerequisite:** Strong punctuation and grammar skills.



## 🔗 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. This course examines borrowing from banks, going public, contracts, consignments, collections, expanding your market, patents and trade secrets, trademarks, and copyrights. This

course enables you to explore the principles and elements of business law and explain their relevance in your business operations.

## 🔗 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 and estate planning.

**Prerequisite:** "Business Law 1."

## 🔗 Market Research

It is important to understand the current market when deciding whether a business idea is profitable and realistic. This module explains how to analyze the market and make the necessary changes to a business idea to make it profitable. The module includes sample market research documents, which can be used later for assessing business ideas.

## 🔗 The Marketing Plan

A marketing plan outlines the activities a business must do to reach out to potential customers, such as advertising, public

relations and sales techniques. This module identifies the information needed to create a marketing plan that attracts customers to a business.

### 📌 The Financial Plan

Sound financial projections are necessary to determine if a business will likely operate at a profit. This module explains how to create an income statement, a balance sheet and a cash flow statement. These documents are integral parts of a financial plan and crucial when applying for a loan. **Prerequisites:** Completion of "Using Excel," "Market Research," "The Marketing Plan," and "Accounting for Small Business" is required.

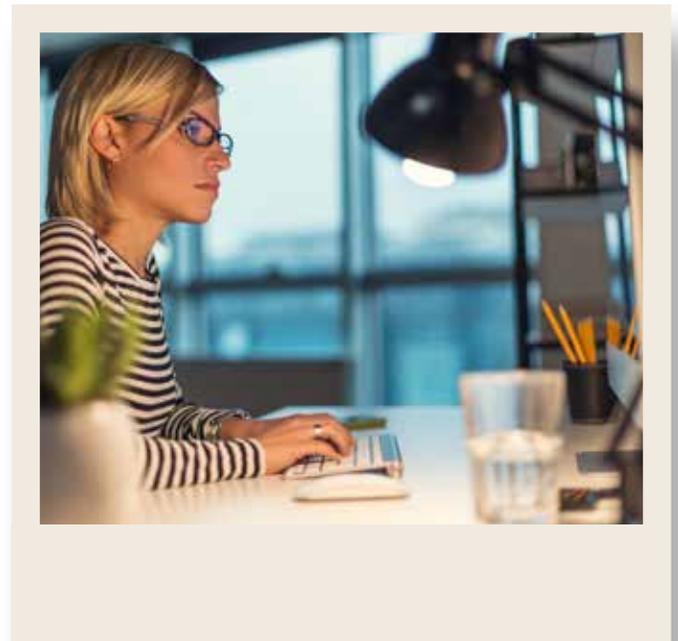
### 📌 The Business Plan

The business plan describes how the business is operated and persuades its readers to invest in the business. This module identifies the information you need for your business plan as well as describes the basic elements of a business plan. The sample business plan it provides gives you an example of how a small business controls its operations and finances.

**Prerequisites:** Completion of "Market Research," "The Marketing Plan" and "The Financial Plan" is strongly recommended.

### 📌 Forms of Ownership

One of the first decisions an entrepreneur must make concerns the legal structure for the business.



This module describes seven forms of ownership: sole proprietorships, partnerships, limited partnerships, corporations, S corporations, limited liability partnerships (LLP) and hybrids. It is important to identify the structure of your business so you can process the appropriate documents relevant to your business.

## Accounting for Small Business

This module provides small business owners with the basics of general accounting and bookkeeping. It first discusses the accounting equation as the basis of double-entry bookkeeping. It also discusses three important financial statements: the balance sheet, income statement and cash flow statement, which are necessary to give the business owner a complete picture of the business's financial health.

## Taxes for Small Business

This module provides small business owners with basic tax information. It highlights important tax obligations for small business owners. Topics include personal taxes; business taxes, such as income, self-employment, employment, excise and sales; and the importance of being organized, deducting expenses, insuring the business, avoiding tax audits, paying taxes and working with the IRS.

## Obtaining Financing

The goal of this module is to educate the entrepreneur on how a small business owner can obtain

Visit us at [hadley.edu](http://hadley.edu)  
to see the full listing of  
courses or to get enrolled.

financing for a new start-up business or for business expansion. Topics include the differences between debt financing and equity financing, identifying primary sources of financing (personal savings, family and friends, and commercial lenders), and using secondary sources of financing (crowd financing, leasing, and government programs).

## Networking Skills

Successful entrepreneurs have an extensive network of people they can use as valuable resources. Having a network to access can help you succeed in your new business. This module presents three common networking techniques: establishing or identifying new relationships, expanding on these relationships and then maintaining these established relationships. The module includes links to a number of social networking sites, as well as an exercise in outlining your personal networking strategy.

## ☛ Customer Service Basics

This module describes how business professionals can use customer service basics as effective tools in building their business. It identifies best practices in customer service, such as avoiding negative words, following up with customers and dealing positively with angry customers. Finally, it is important to understand how to deliver professional communications by way of voice, tone and word choice, as well as proper telephone and email etiquette.

## ☛ Marketing: Finding Customers and Clients

Marketing involves identifying, getting and keeping customers and clients. This module explores a five-step process for finding new customers and clients: developing a customer profile, developing a customer database, identifying customer needs, solving customer problems and finding a market niche.

Call us at **800.323.4238**  
with questions or to find out  
more about enrolling.

## ☛ Marketing:

### Conveying a Message

Once a group of current and potential customers has been identified, it is important for a small business to develop a core marketing message for promoting the business. This module outlines three steps in developing a core message: differentiating your product, explaining how your product solves customer problems and establishing a brand.

### ☛ Marketing: Matching Products to Customers

Small business owners can benefit from learning to match their products to customers at all stages in the relationship-building process. This module explores the different types of products, the key differences between products and services, the importance of matching products to customers, the product life cycle and the need to develop new products.

## 🔹 Marketing: Creating an Image

A business's image sets the tone for client expectations, so this module offers ways to affect the image that people form of your business. It covers the importance of image, ways to positively affect it, coordinating all points of customer contact, how to conduct a point of contact audit and tips for maintaining a good image.

## 🔹 How to Make Money as a Writer

This module introduces the many ways that people write professionally and the personal qualities that are important for successful writers to have. It examines the basics of the writing process, and explores both traditional and nontraditional publishing options. Finally, it provides a helpful overview of the publishing process.

## 🔹 Business Ethics

This module emphasizes the importance of how ethical and unethical actions and reactions can enhance or hinder a business. It discusses general business ethics and ways the U.S. government in particular has addressed

unethical business behaviors. It explores the philosophical side of ethical decision making, as well as ethical leadership, which is essential to business success. Finally, it explains ways to confront ethical dilemmas.

## Academics

### ENGLISH

## 🔹 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.

## 🔹 Get Ready, Get Set, Study!

This course helps you develop effective study skills and strategies and apply them to your 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.

## 🔹 Basic English Skills 1

This course presents a discussion of the basic parts of sentences and how they are put into a working order. This course provides a basic level of grammar skills and prepares learners for Hadley's "Basic English Skills 2" course.

**NOTE:** This course does NOT teach conversational English. At minimum, learners should be able to read and write English at an eighth-grade level.

## 🔹 Basic English Skills 2

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.

**Prerequisite:** Completion of "Basic English Skills 1," or placement into this course according to the English Diagnostic Assessment.

**NOTE:** At minimum, learners should be able to read and write English at an eighth-grade level.

## 🔹 Elements of Poetry

This course examines the elements of verse writing so that you can compose your own poems.

## 🔹 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.

## 🔹 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.



Visit us at [hadley.edu](http://hadley.edu)  
to see the full listing of  
courses or to get enrolled.

## ⠠ Spelling: Word Study

This course will answer questions about spelling, abbreviating, capitalizing and forming possessives and plurals.

## ⠠ 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.

## ⠠ 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 work.

## ⠠ 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.

## ⠠ Mathematics Diagnostic Assessment

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. Not required for "Practical Math 1" or "Abacus 1." **Prerequisites:** A working knowledge of the Nemeth Code for mathematics and ability to answer questions in braille.

## ⠠ 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.

## ⠠ Abacus 2

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.

## 🔗 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.

## 🔗 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."

## 🔗 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. **Prerequisite:** "Practical Math 2" or instructor approval based on the "Mathematics Diagnostic Assessment."

## 🔗 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. **Prerequisite:** "Pre-Algebra 1."

## 🔗 Algebra, Part 1

The goal of this first course in the Algebra series is to enable learners 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. **Prerequisite:** "Pre-Algebra 2."

## 🔗 Algebra, Part 2

The goal of this second course in the Algebra series is to

enable learners 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.

**Prerequisite:** "Algebra, Part 1."

## SCIENCE

### 👁️ Health

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.

### 👁️ Physical Science

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

### 👁️ 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.

### 👁️ Human Eye 2

This course focuses on individual parts of the eye, starting from the outside and exploring inward. 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."

Call us at **800.323.4238**  
with questions or to find out  
more about enrolling.



700 ELM STREET • WINNETKA, IL 60093  
800.323.4238 • [HADLEY.EDU](http://HADLEY.EDU)  
INFO@HADLEY.EDU • FAX: 847.446.9916  
847.446.8111 TTY: 847.441.8111