

INDIVIDUALIZED INSTRUCTION

iPhone/iPad with VoiceOver

Instruction in navigating the IOS environment using the built-in screen reader – VoiceOver, and how to use Siri, Apple’s voice – controlled personal assistant; we will customize class sessions just for you.

Using QuickBooks

Quickbooks is the most popular accounting software today. Learn the skills you need to set up a business, including configuring QuickBooks to work best with assistive technology, and using the accessible features of the program, such as recording charts of accounts, making deposits, writing checks, creating invoices, handling cash sales, issuing credit memos, reconciling accounts and more. We will be using scripts written by My Blind Spot for JAWS. Prerequisite: Assessment, Using Excel Part 2 or good Excel skills, Bookkeeping and Accounting 1, or accounting knowledge.

Using Blackboard for College

Blackboard is an online course management system providing off-campus access to course materials, assignments and class discussions. Increasingly, colleges use the system for matriculated studies. Prerequisite: An incoming college student who has an active account. Students must be fluent computer users with their assistive technology.

Braille Production

Custom Braille Translations and Embossing Services is now being offered at CCVIP@HELEN KELLER. Our Braille Production services are both quick and affordable. Please call for rates. All of our braille translations and embossing is performed at our Brooklyn headquarters. Documents must be submitted in electronic text format in MS Word.

For additional information, please contact us by phone at 718-522-2122 Ext: 2716 or by email at ccvip@helenkeller.org. Learn more about Helen Keller Services at helenkeller.org

Please follow us on Facebook, Twitter and LinkedIn for all future announcements.



HELEN KELLER SERVICES FOR THE BLIND

is now the home of CCVIP.

CAREER SEMINARS AND COURSES

Intro to Windows **1 Session**

An introduction to navigating Windows elements. Little or no computer experience is required.

Prerequisite: Basic Keyboard skills

Monday 9/23 1:30-3:30

Understanding Windows Concepts **6 Sessions**

The windows Operating System is very robust and has many universal features that enhance the user experience. This prerequisite will teach computer terminology that will be used in all classes: how to search for, open and close programs; navigate among multiple running applications; how to create, organize and delete folders; navigate menus and dialogs; how to read simple documents using the student's assistive technology; use a flash drive effectively; how to navigate the desktop and the Start menu. This class will give students a solid foundation for other computer classes.

Prerequisite: Assessment, registered in another class, or approval of staff

Mondays and Wednesdays 10/7-10/23 1:30 -4:30

Using MS Word: Level 1 **12 Sessions**

Learn the basics of formatting and editing documents, and basic file management.

Prerequisite: Windows for Beginners or Exploring Windows

Mondays and Wednesdays 11/4-12/11 9:30-12:30

Using MS Word: Level 2 **12 Sessions**

Learn advanced features of Word and a host of Operating System tools.

Prerequisite: Word 1 or CCVIP staff approval.

Mondays and Wednesdays 1/6-2/12 9:30-12:30

Zoom Text/Fusion/Clinic **2 Sessions**

Take full advantage of the features of Zoom Text. This clinic is tailored to meet the needs of each student enrolled whether in need of a brush – up or an advanced user. The first session focuses on visual elements of Zoom Text and second session addresses speech features. Students may sign up for either one or both sessions.

Prerequisite: Keyboarding knowledge

Mondays and Wednesdays 10/28-10/30 1:30-3:30

So you want to be an Entrepreneur? **1 Session**

In this one-day workshop, participants will be able to explain the importance of entrepreneurship in career/life transitions; identify characteristics of successful entrepreneurs; understand why some entrepreneurs fail; describe the advantages and disadvantages to owning a business; identify skills and support systems necessary for a successful business; and participant in a "Question and Answer" session with a person who started a successful business.

Tuesday 10/22 9:30 – 3:30

Optical Character Recognition **1 session**

Learn to scan, read, and save print documents using Kurzweil software.

Prerequisite: Computer proficiency with assistive technology

Wednesday 10/23 9:30-12:30