LEARNING / SERVICES CATALOGUE

ATN Access for Persons with Disabilities Inc.

2017

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ATN is a scent free environment

Our resources are available to people with all types of disabilities, including those with chemical sensitivities and/or respiratory related ones. We ask that, when visiting ATN, you refrain from wearing perfume, cologne and aftershave. Please also avoid the use of scented deodorants, hair products, body sprays, lotions, laundry detergents and fabric softeners.

Introduction

ATN Access Inc. (ATN) is a not for profit registered charity whose mandate is to provide opportunities for individuals with disabilities to gain access to employment, reach their educational goals and improve the quality of their lives through a variety of assessment, skills upgrading and personal development services. ATN specializes in computer training and computer assisted learning.

Courses in this catalogue may be available at our Skill Centre location, various outreach locations, or on the job training. Prices are listed below the descriptions; however, funding may be available for individuals with low income.

Why Study with Us?

ATN provides courses and training in assistive technologies, computer software, educational upgrading, employment services, life skills, and more. ATN offers individualized curriculum accommodating different learning styles and physical barriers. The one-on-one or small group instruction provided helps to fully individualize the learning process. Clients are able to work with dedicated facilitators who have the expertise required to help our clients reach their goals.

Company Information

Skill Centre

141 Dundas Street, 5th Floor
London, ON N6A 1G3
Phone/TTY: 519-433-7950
Fax: 519-433-0282
E-mail: Info@atn.on.ca

Satellite Office

400 Talbot Street,
St. Thomas, ON
Phone: 519-633-5200 ext. 258
E-mail: Info@atn.on.ca

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Courses

Assistive Technology

Assistive Technology Assessment

After an extensive consideration of the individual's goals, experience, and barriers, this assessment will provide the client with a detailed report presenting the best accommodations technology can offer. This assessment will include recommendations in the fields of: ergonomics, hardware devices, and adaptive software while also creating a comprehensive training plan.

Course Duration: 2hrs. | Course Code: AT-ATA

Dragon NaturallySpeaking

Dragon, the world's best-selling speech recognition software, lets you dictate documents, search the web, send email, and more using your voice. It's fast, easy and accurate, helping you become more productive than ever before.

Course Duration: 10hrs. | Course Code: AT-DNS
Course Duration: 13hrs. | Course Code: AT-DNSR (DNS Training using Digital Recorder)

Kurzweil 3000

Kurzweil 3000 is educational software designed to provide literacy support for those who struggle with literacy in the classroom, at home, or in the workplace. Built-in features for reading, writing and study skills help students to become independent learners and achieve their full potential.

Course Duration: 10hrs. | Course Code: AT-KES

Inspiration / X-Mind

Create webs, idea maps, mind maps, concept maps, graphic organizers, process flows, and other diagrams for thinking, organizing and writing. Use these proven visual thinking and learning techniques to brainstorm ideas, explore and explain relationships, and integrate new knowledge with what you already know. Inspiration encourages deeper, more critical thinking which improves creativity, comprehension and retention.

Course Duration: 6hrs. | Course Code: AT-INS

ZoomText

ZoomText is the world's leading magnification and screen reading software for the visually impaired and helps countless individuals across the globe stay employed and in touch with the world. Learn how to use features such as: magnification, customizable enhancements, on-screen colours, pointers, cursors, and enhanced web finder for easy searching and navigating on the web.

Course Duration: 3hrs. | Course Code: AT-ZMT

X-Keys / Macros

Create a custom controller with just the right layout and keys positioned exactly where you want them. X-Keys offer programmable keys to trigger macros, shortcuts, and applications, select tools or open files or directories.

Course Duration: 6hrs. | Course Code: AT-XKEY

Keyboarding for 1-Handed Typist

This specialized introduction to keyboarding course has been developed for individuals who are, or have become, one-handed typists. Customized lessons, techniques and exercises are delivered to facilitate proper touch-typing methods for more efficient computer use.

Course Duration: 20hrs. | Course Code: AT-KBD

Non-Dominant Printing

In order to control your non-dominant hand, each class begins with hand strengthening exercises, detailed tips, and frequent breaks to reduce the strain of using new muscles. We start slow by printing the alphabet in both capital and lowercase letters, then move on to sentences.

Course Duration: 30hrs. | Course Code: AT-NDP

Accessibility Features for Windows

Windows gives you more ways to interact with your PC. Learn about Windows accessibility features like speech recognition, narrator, on-screen keyboard, magnifier and visual notifications. Built-In and/or downloadable applications can enhance an individual's accessibility.

Course Duration: 6hrs. | Course Code: AT-ACWIN

Accessibility Features for Mac OS X

Every Mac comes standard with assistive technologies that help people with disabilities enjoy the power and simplicity of OS X. It includes features like an advanced screen reader, screen and cursor magnification, dictation, contrast options, simple finder, dictionary, text to speech, word completion, FaceTime, screen flash, switch control, slow keys, sticky keys, mouse keys, on-screen keyboard and literacy tools that help those with a wide range of abilities get more from their Mac.

Course Duration: 6hrs. | Course Code: AT- ACOSX

Accessibility Features for Android

Many Android users have different abilities that require them to interact with their Android devices in different ways. Android provides accessibility features and services for helping these users navigate their devices more easily, including text-to-speech, haptic feedback, gesture navigation, trackball and directional-pad navigation.

Course Duration: 3hrs. | Course Code: AT-ACAND

Accessibility Features for iOS

Intuitive by design, iPhone, iPad, and iPod touch also come with assistive features that allow people with disabilities to experience the fun and function of iOS. It includes features like voice over, Siri, screen speak, dictation, zoom, font adjustments, invert colours and grayscale, closed captions, visible and vibrating alerts, assistive touch, switch control, predictive text, Safari Reader, and guided access.

Course Duration: 3hrs. | Course Code: AT-ACIOS

Microsoft Office 2013

Microsoft Word

Microsoft Word 2013 Level 1

Microsoft Word 2013 Level 1 teaches you how to use core skills to work with business documents such as letters, forms, and newsletters. You will acquire fundamental concepts and skills, building on this foundation as they continue to increase your productivity to apply creative features and enhance various documents.

Course Duration: 18hrs. | Course Code: MO-MSWD1

Microsoft Word 2013 Level 2

Microsoft Word 2013 Level 2 teaches you how to apply some intermediate skills along with basic skill sets to work with business documents such as letters, forms, and newsletters. You will acquire fundamental concepts and skills, building on this foundation as you continue to increase your productivity to apply creative features and enhance various documents.

Course Duration: 18hrs. | Course Code: MO-MSWD2

Microsoft Word 2013 Core (Office Specialist)

The Microsoft Word 2013 Core combines Level 1 and Level 2 with real-world scenarios, instructor-led discussions and built-in assessments and hands-on exercises. Microsoft Word 2013 Core helps you create reports, forms, letters and press releases, and ensure your documents are compatible with previous versions of software. Use tabs, indents, bullets and lists. Add shapes, text boxes, graphics, columns and more. Learn to create professional-looking documents.

Course Duration: 36hrs. | Course Code: MO-MSWD

Microsoft Excel

Microsoft Excel 2013 Level 1

Microsoft Excel 2013 Level 1 teaches you how to create and edit spreadsheets for business reports such as budgets or cash flow reports. Focus is placed on ensuring the basic skills are learned and can be applied to reports, including creating and editing simple formulas to handle common types of calculations.

Course Duration: 18hrs. | Course Code: MO-MSEX1

Microsoft Excel 2013 Level 2

Microsoft Excel 2013 Level 2 teaches you how to work with intermediate or advanced features for business reports such as charts to show trends or patterns, what-if scenarios, and table and database functions. You will also look at more functions to set up more complex calculations.

Course Duration: 18hrs. | Course Code: MO-MSEX2

Microsoft Excel 2013 Core (Office Specialist)

The Microsoft Excel 2013 Core combines Level 1 and Level 2 teaching you how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations.

Course Duration: 36hrs. | Course Code: MO-MSEX

Microsoft PowerPoint

Microsoft PowerPoint 2013 teaches you how to create and manage presentations using a variety of core and intermediate features. You will learn how to get started, working with slides, working with text, working with charts and tables, adding multimedia elements, enhancing presentations, preparing the slide show, and sharing presentations.

Course Duration: 36hrs. | Course Code: MO-MSPP

Microsoft OneNote

Microsoft OneNote 2013 teaches you how to use this tool to organize, locate and share information. You will learn how to collect and organize notes, insert files, capture screens, and enhance notes for all types of projects. Additionally, you will collaborate with others, organize research ideas, integrate them with other Office applications, and view information with a shared notebook.

Course Duration: 36hrs. | Course Code: MO-MSON

Microsoft Outlook

Microsoft Outlook 2013 teaches you how to use the various elements such as Mail, Calendar or Contacts to coordinate communications and collaborations with others. You will acquire fundamental concepts and skills, building on this foundation as you increase your productivity in communication and sharing information with others.

Course Duration: 36hrs. | Course Code: MO-MSOL

Microsoft Access

Microsoft Access 2013 teaches you how to design data tables, select appropriate data types and relate tables logically. You will create and modify database objects including tables, forms, reports, queries and macros, and will apply intermediate skills to streamline data entry, ensure data integrity, automate tasks and analyze data.

Course Duration: 36hrs. | Course Code: MO-MSAC

Operating Systems

Windows 8 Pro

Windows 8 Pro provides you with the skills needed to work effectively with Windows 8, whether it is used on a computer at home or in a work environment. The course will cover the many features and apps included with Windows 8, such as Internet Explorer, social media, music and video, desktop apps, and printing. You will use a variety of skills and techniques to complete the exercises using the touch screen, keyboard and mouse options. This course is designed for those people who require the skills necessary to use this operating system on a daily basis.

Course Duration: 27hrs. | Course Code: OS-WIN

Mac OSX

Whether you're new to the Mac or switching from Windows, this course will help you get the most out of your Mac. These lessons will introduce you to the different pieces that make up the Mac interface. Learn how to use the Finder, the desktop, the menu bar, the Dock, the Trash, files and folders, and more. Explore how to use Mac applications and do some basic tasks, including installing and updating software, saving files, creating accounts, and more.

Course Duration: 27hrs. | Course Code: OS-OSX

Software Competency Testing

Microsoft Competency Skills Pre or Post Tests

This assessment will determine if a user is at Basic, Intermediate or Advance level in the specified software and it provides feedback in areas that require improvement. The individualized learning plan can then be focused for a maximum benefit. In addition, this assessment can be utilized to measure retained knowledge following instruction.

Pre-Testing and/or Post-Testing is available for:

Microsoft Word 2003, 2007, 2010	Microsoft Publisher 2007, 2010
Microsoft Excel 2003, 2007, 2010	Microsoft Project 2003, 2007
Microsoft PowerPoint 2003, 2007, 2010	Microsoft FrontPage 2003
Microsoft Outlook 2003, 2007, 2010	Internet Explorer 6, 8
Microsoft Access 2003, 2007, 2010	Windows 2000, XP, and 7

Course Duration: 1.5hrs. | Course Code: SC-TEST

IC³ Internet and Computing Core Certification Preparation (Global Standard 4)

The below IC³ courses are targeted towards people who are new to computers or have limited exposure to a computer prior to taking these courses. The intent of this courseware is to introduce computer knowledge and skill sets that a participant can acquire and then apply to tasks he/she may want to

perform while online using a computing device. Some experience in using a mouse and keyboard will assist the participant to acquire the skills in an enjoyable learning environment.

IC³ Computing Fundamentals

This courseware is designed to introduce what digital literacy means and what can be accomplished using a computer. You will progress to using popular software application programs to process typical documents found in a business or school environment.

Course Duration: 27hrs. | Course Code: IC3-CF

IC³ Living Online

This courseware is designed to introduce what being online means and what can be accomplished using a computer. You will be introduced to what the Internet is and what makes it so popular for communicating and sharing information with others.

Course Duration: 27hrs. | Course Code: IC3-LO

IC³ Key Applications

This courseware is designed to introduce the popular applications commonly used in a business or school environment. You will look at how to start application programs and exit them when no longer in use, developing skill sets to competently create simple business documents such as letters, budgets, slide shows, newsletters, balance sheets, contact lists, etc. You will also look at how to integrate file management tools to store their documents and how these documents might be shared with others for collaboration purposes.

Course Duration: 27hrs. | Course Code: IC3-KA

Computer Courses

Introduction to a Computer

Learn the parts of the computer, how to turn it on, use the keyboard and mouse, interacting with the operating system, and more.

Course Duration: 12hrs. | Course Code: INTRO-COMP

Introduction to the Internet

This introductory Internet course focuses on basic navigation and searching skills to ensure you develop the skills necessary to surf the web safely and effectively.

Course Duration: 10hrs. | Course Code: INTRO-INTER

Introduction to Email

This introductory course explores the world of web-based email. Learn how to sign up for an email account, send and receive messages, forward and reply to messages, attach pictures, files, and more.

Course Duration: 10hrs. | Course Code: INTRO-EMAIL

Introduction to Keyboarding

This keyboarding course combines instructor led sessions and computer-based instruction. You are taught proper touch typing methods to facilitate more efficient computer use and meet the prerequisites for subsequent computer courses.

Course Duration: 20hrs. | Course Code: INTRO-KEYB

Mobile Devices

Introduction to iOS

This course is an introduction to the built-in features and apps that make your device – and you – more capable. With an easy-to-use interface and security at its core iOS has an ever-expanding collection of features and built-in apps that make iPhone, iPad, and iPod touch even more powerful.

Course Duration: 9hrs. | Course Code: INTRO-IOS

Introduction to Android

Android is a mobile operating system that is used in many smartphones and tablets. This course will show you the basics of using your Android device, including setting up your email, downloading apps, and managing privacy settings.

Course Duration: 9hrs. | Course Code: INTRO-AND

IT Fundamentals Preparation

IT Fundamentals is a course consisting of six lessons aimed at giving the student a well-rounded foundational exposure to computer hardware, technologies, standards, and best practices in order to prepare them to take the exam and move on into more in depth levels of instruction and certification.

Course Duration: 36hrs. | Course Code: STRATA

Group Classes

ATN offers various one session group classes offered on a rotating basis. Please contact us or visit our website for details of upcoming courses that may be available to you.

Topics may include, but are not limited to:

- Apps of the Month
- Microsoft Office Sway
- Microsoft Office OneNote
- Digital Security / Privacy

- Skype
- Remote Connections
- The Cloud
- Digital Personal Life Organization

Course Duration: 2hrs.

Computer Basics

This program is a general introduction to computers and word processing. It might also be useful to those who would like to enhance existing skills. Tuition applies, but subsidies may be available. Please call for more information or to book an intake appointment.

More details about the program and what training is given can be found below:

- Maximum 10 students per program

- 3 weeks of training per program

- There is a cost involved but subsidies may be available

- Tuesday to Thursday from 9:00 a.m. to 3:30 p.m. each day

- Excellent punctuality and attendance are expected from participants in this program

Training Includes:

- 1/2 hour of keyboarding practice each day

- Basic Windows/desktop instruction

- Word processing instruction using Microsoft Word and WordPad

- Other various Office software topics may be covered depending on skill set and time

- Introduction to and review of computer concepts, internet, and terminology

Course Duration: 40hrs. | Course Code: INTRO | Fee: Please Contact
This program may be subsidized to $25 with available funding. Contact us to see if you are eligible.

Retail Training Program / Grocery Skills Program

The ATN Grocery Skills Program is a seven week in-class program that provides participants with the opportunity to develop the knowledge and skills necessary to function as part of a retail team focusing on the grocery store environment. Participants will also have the opportunity to gain practical work experience in a retail operation to help prepare participants for employment in customer service and grocery store positions.

Two to ten week placements may be provided and participants will have the opportunity to assist building ATN's Old East Village Grocer.

Course Duration: 7-17weeks | Course Code: LAB1-RETAIL
This program may be cost-free with available funding. Contact us to see if you are eligible.

Employment Resource Centre

Our drop in, no cost, no appointment needed resource centre has trained staff to assist individuals in researching employment and training opportunities including the job application process. Individuals can perform their job search in an atmosphere where their needs are understood and accommodated.

Our staff are involved in community committees and forums that support the removal of employment barriers, promoting an inclusive society.

We offer the following services to help you find a job:

- Creating resume and cover letters

- Self directed / assisted job search

- Labour market information

- Completing applications (paper / on-line)

- Faxing, photocopying and scanning

- Interview practice

- Employment / educational research

Academ-E: Online Classroom

Design, develop, manage and launch self-paced Internet learning packages within minutes of sitting down at the computer using Academ-e Online Classroom!

Features:

- Fast and easy to use

- Requires no programming knowledge

- Customize to match your existing web presence

- Provides the ability to copy existing course structures

- Forums (discussion groups) and internal messaging system

- User registration and role assignment

Course Authoring Capabilities:

- Uses text, graphics, video and other multi-media

- Five types of quiz questions: single/multiple correct, fill in the blank, true/false, and essay

- Assignment uploading

- Intuitive course creation

Reports:

- Student List, Students by Course and Student Details

- Course Counts, Course Level, Students Incomplete and Students Complete

- Store secured course and training records online, accessible from any location

Learning Disability Services

ATN provides learning disability (LD) diagnoses to unemployed and underemployed adults who suspect they have a learning disability. Using the details of that diagnosis, specific accommodation strategies are created to address each individual's unique barriers to education and employment.

WE CAN HELP YOU IN A NUMBER OF WAYS

ATN provides services to people of all ages who are experiencing learning barriers

An overview of some these services are listed below. To find out more about them and how we can help you, please don't hesitate to contact us.

Services we offer include:

- Prescreening and formal diagnosis of learning disabilities for academic or employment purposes
- Assistance with skills upgrading
- Instruction in computerized assistive technology like Kurzweil 3000 and Dragon Naturally Speaking
- Workplace/classroom accommodation consultation
- Employment preparation help
- Job search assistance
- Job maintenance support

EDUCATIONAL UPGRADING

We want to help you achieve your learning goals and aspirations.

Services we offer include:

- Preparing for the General Educational Development (GED)
- Assisting with Self-Study OSSD Correspondence Courses
- Facilitating Literacy and Essential Skills Upgrading

ATN provides an environment that fosters independence and self-directed learning. Lessons begin with assessments of clients' current skill levels and lesson plans are designed to accommodate clients' individual learning needs. This is done through a combination of computer-based training and one-on-one facilitation.

GED Preparation | Course Code: LAB2-GED
Correspondence | Course Code: LAB2-OSSD
LD Assessments | Course Code: LAB2-DELTA
These programs may be cost-free with available funding. Contact us to see if you are eligible.

Employment Services

The ATN Employment Specialist team is pleased to offer a variety of employment based services to assist individuals throughout the varying stages of their job seeking experience. For those who are looking to explore new or different career opportunities, we offer professional and personal self assessment tools. Job seekers have access to both individual and group services including: resume and cover letter writing, job search assistance, job development and interview preparation.

WHAT WE HAVE TO OFFER YOU

The ATN Employment Specialist team is committed to providing ongoing support to assist with job maintenance. These services include on-site job coaching and advocating for required accommodation. Employment Specialists regularly provide individual and group services focusing on skill development in the areas of stress management, conflict resolution and safe workplace practices.

- Job searching assistance
- Resume and cover letter development
- WorkStart Personality Assessment Workshops
- Interview training
- Networking & social media presence
- Work experience placement opportunities
- Job Board
- Job Fair information
- Job coaching & job shadowing
- Life Skills Seminars
- Job Development Services

Job Development

The role of the Job Developer is to assist with all tasks related to the delivery of ATN's employment services, e.g. paid and unpaid work placements, job monitoring, job coaching, etc.

The Job Developer's primary task will be to assist individuals in landing permanent paid employment, and to engage in job development activities to ensure all client work placements are arranged in a timely manner. Once a potential employer has been identified, the Job Developer accompanies the client to an interview, negotiates job duties, and prepares the written agreement.

The Job Developer then monitors the placement on a weekly/bi-weekly basis and proactively addresses any issues which may arise. The Job Developer is responsible to attend the worksite and assist the client to meet employer expectations by learning job tasks, company policies, etc.

Below is a summary of some of the things we can help you with:

- Conduct assessment of individuals' employability dimensions to determine suitability for services and make appropriate referrals both internally and externally to community services to support the successful completion of gained employment.
- Identify placement/work needs for incentive and non-incentive work placement assistance (volunteer, job test, full time, part time work experience and on-the-job training opportunities.

- Job Carving – Job Carving is the act of analyzing work duties performed in a given job and identifying specific tasks that might be created and assigned to an employee.
- Job Creation – Job creation is a way to modify or restructure existing jobs or bring together a combination of job tasks that fill the work needs of an employer.
- Job Coaching/Counselling – Provide one on one coaching/counselling to assist clients in the achievement of their employment goals as identified by their individual needs.
- Job Maintenance - Assistance to be provided in the areas of: Job Search, Job Placement, Career Decision Making, or other identified employment needs.

Employer Opportunities

We also offer specific employer services that help you streamline your recruitment efforts. We can also provide on-site services that may enhance general employee skill sets.

Employers benefit from the following services we offer:

- Pre-screening of applicants
- Training plan development
- On-site placement monitoring
- Accommodation Support
- Job Retention Support (new or existing employees)
- Position specific training for placement host and participants

- Information resource for training and wage subsidy programs
- Assistance to employers seeking advice or information about accommodations for employees with disabilities
- We have a large pool of potential participants from which to draw from

Accessibility Specialist Certificate

ATN is proud to announce our partnership with Fanshawe College Continuing Education and providing the first (Online) Assistive Technologies Fundamentals course in what will be an accredited certificate as an Accessibility Specialist.

Assistive and augmentative technologies have great potential to enhance the quality of life for persons with disabilities. The certificate is currently under development, and Fanshawe is offering the following course. Please stay tuned for additional courses to leading to this accreditation coming in the new year!

Outline: This course is designed to provide the learner with a basic knowledge of assistive technology and explores potential students' technological and learning needs in order to facilitate the role of assistive devices in the development of individual learning plans.

Accessibility for Ontarians with Disabilities Act (AODA)

ACCESSIBILITY IN THE WORKPLACE

Ontario's Access for Ontarians with Disabilities Act (AODA) was passed as a means to create an accessible province by the year 2025. A series of enforceable standards have been and are in the process of being developed in pursuit of this goal.

This course was developed by ATN, so that companies and organizations can more easily comply with the first enforceable standard to be enacted: The Accessible Customer Service Standard. In addition, the information that is provided will help organizations prepare for the forthcoming integrated accessibility standards: Built Environment, Information and Communication, Employment Practices, and Transportation.

Consisting of three modules, the course discusses our evolving notions of the concept of "disability", the Customer Service Standard and what employees need to do to comply. Through a combination of realistic examples, hypothetical scenarios and multiple-choice questions, students are evaluated according to how well they have mastered the material. Students must receive a grade of at least 80% before progressing to the next module and to pass the course.

Links2Work

Links2Work is a one stop job searching and resource linking website for the London-Elgin-Middlesex area. Below are some of the services Links2Work can provide:

- Self-Evaluation
- Career Choice
- Employer Perspective
- Labour Market Research
- Transferable Skills
- Online Career Manuals

- Volunteering
- Apprenticeship
- Entrepreneurs
- How Do I Get There?
- Job Offers
- Q & A

- Resumes and Cover Letters
- Types of Interviews
- Interview Preparations
- Obstacles and Hurdles
- Personal Considerations

LD Edge Newsletter

This monthly publication that ATN distributes is for the purpose of raising awareness about learning disabilities in our community. If you have any information, articles or submissions to share with us, we would be happy to consider including them in our future issues. Please email us if you would like to be on our mailing list for this newsletter.

Opportunities to Participate

ATN has many services and volunteer opportunities available to all ages including youth and seniors' programs designed to meet their specific needs. Please email us if you would like more information on the current programs available.

IS A PROUD MEMBER OF: