Virtual Vision Technologies

www.VirtualVisionTech.com

Since 1991 Incorporated as Young Opportunities, Ltd

Workplace accessibility for people with disabilities
Access solutions that *work*.

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VVT Course Catalog

Course Name	Course #	Description
Typing	LR100K	This course makes it easy for beginners to learn to type and develop touch typing skills. This is also a great refresher if you want to enhance your current keyboard skills and build speed and accuracy.
Duxbury BT	AT106EBT	This course is a comprehensive course that introduces translating document using a Braille program and printing in Braille using different type of Braille printers.
Intro to Magnification Software	AT101_Mag	This course will give the student the acquired skills and knowledge to manipulate and access text using screen magnification software such as MAGic, ZoomText and LUNAR Plus.
Intro to Screen Reading Software	AT101_SN	This course introduces the student to text reading software such as JAWS, HAL and WindowEyes. Participants will gain valuable knowledge and hands on experience, using basic keyboard commands to access and read text and configuring the software.
Intro to Apple Mac-OS with VoiceOver	VO101	This course will introduce Mac OS X with Voiceover, including basic VO commands and gestures with Finder, Dock, Mail, Text Edit, and Safari.
Intermediate Course for Apple Mac-OS with VoiceOver	VO102	This course covers intermediate features of the Mac OS with VoiceOver, including: QuickNav, iCal, Address book, iTunes, the Mac App store, and Downloading content with Safari. **Note:** Successful completion of VO101 is a prerequisite before enrolling in this intermediate course.

Advanced Course for Apple Mac-OS with VoiceOver	VO103	This course covers the VO Utility, VoiceOver activities, changing System preferences, and more. **Note:** Successful completion of VO102 is a prerequisite before enrolling in this advanced course.
Intro to Apple iOS based devices (iPhone, iPad, and iPod Touch) with VoiceOver	VO101i	This course will introduce basic concepts and gestures of the iOS devices, (iPhone, iPad, and iPod Touch). The course includes training on native apps including Contacts, Mail, Safari, Calendar, and more.
Advanced course for Apple iOS-based devices (iPhone, iPad, and iPod Touch) with VoiceOver	VO201i	This course introduces iTunes, the App store, and other third party apps. Also covered in this course is Folder and app organization and other advanced iOS concepts. **Note:** Successful completion of VO101i is a prerequisite before enrolling in this more advanced course.
Dragon Naturally Speaking	AS110DNS_E	This instructor led course introduces the fundamental of voice recognition software using Dragon NaturallySpeaking. This course provides instructions on using basic voice commands to create simple documents, correct errors to improve accuracy, create voice files/profiles and emulate the functions of the mouse in a windows environment and the internet.
AT with Windows	AT101W	Introduces the Windows OS, basic windows keyboard commands and covers file management.
Braille 1	BRL101	This course is design for users who are new to Braille. It teaches participants to read Braille alphabets, number and some punctuations

Braille 2	BRL201	Reading uncontracted Braille. This course increases your ability to read grade one Braille. Prerequisite: Participant should have the ability to read all the Braille alphabet.
Braille 3	BRL301	Contracted Braille: This course will increase Braille literacy and teaches participants to read Braille contractions of common words and group of letters represented by one Braille character.
Braille 4	BRL401	Computer Braille: This course introduces Participant to reading Braille through the use of Braille peripherals such as Braille displays
Braille Printers	AT106BE	Participants will gain through hands on exploration to install a Braille printer to a PC and make configuration settings
Microsoft Word: Want to create documents using a computer? This comprehensive course is designed to provide you with the tools you need to use MS Word in school, workplace or at home. It is offered in 3 levels: Introductory, Intermediate and advance.		
Introduction to Microsoft Word	MSOW101	This course is design for users who are new to word. This is a hands on course that not only teaches concepts but also how to apply those concepts; teaches basic skills needed to create and edit a document, format text and pages in MS Word.
Intermediate MS Word	MSOW102	This course teaches participant to create more complex documents in MS Word including tables, mail merge and protecting documents.
Advance MS Word	MSOW103	This advance course in word covers managing document changes and creating complex forms

Microsoft Excel: Want to leverage the power of spreadsheets at home or at work? Learn to use MS Excel for reporting, accounting, project tracking, etc. This course is offered in 3 levels: Introductory, Intermediate and advance		
Introduction to Microsoft Excel	MSOE101	This course is design for users who are new to using spreadsheet application such as excel. Participant will gain hand on experience and learn key excel terms, basic skills needed to edit and enter data, reading spreadsheet data, format cells and perform simple financial operations.
Intermediate MS Excel	MSOE102	Participant will learn through hands on exploration to work with larger worksheet and workbooks, linking data between sheets, and write more complex formulas.
Advance MS Excel	MSOE103	This course offers an overview of the advance capability of the MS Excel application including working with charts, exporting data from other source, linking and embedding workbooks and worksheet and web integration.
Email	EML101	This course will provide you with email concepts and the skills to start sending and responding to messages using MS Outlook, Outlook Express or Web mail. The MS Outlook course is offered in the introductory and the intermediate levels. Managing and organizing messages, using the calendar, contact and task list.
Microsoft Access	MSOA101 MSOA102	This database management course covers the fundamentals of an electronic database management including database creation, adding, editing, sorting, working with forms and reports and creating queries. This course is offered in 2 levels: Introductory

		and Intermediate. We can also design a custom course according to your specification or organizational needs.
Microsoft PowerPoint	MSPP101S	Want to read or create presentations? Introduces the basics of planning, creating, designing and running slide presentations. We can also design a custom course according to your specification or organizational needs.
Internet	INT161	This course covers an array of topics, from browsing the web to sending and responding to email messages.
Lotus Notes Core Capabilities	Notes101	Learn to use and leverage the core features of the Lotus Notes client software including e-Mail, Calendar, Contacts, IM, and resource management functionality.
OCR Scanning	AT103SOCR	In this course you explore the fundamentals of scanning printed documents using OpenBook or Kurzweil1000 scanning software.
NoteTakers	AT107NT_PM_MP	This custom course is design to provide participants the skills to independently use notetaking devices like the PAC Mate and mPower series.
WYNN	WYNN101	This course is design to provide solutions and improve success for individuals with reading and writing challenges. Students will learn to customize the visual and auditory presentation of text, create and edit documents, create and manage outlines, use strategies to enhance spelling, vocabulary and improve fluency in reading and comprehension of information through the use of the innervated WYNN literacy tool.
Other Courses:		

Didn't find your desired course of study listed in our course catalogue? Contact us to inquire about our specialized courses.