

ALTW 105: ENGLISH THAT WORKS: WRITING FOR CAREER & COLLEGE

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	2
Hours:	2 lecture per week (24 total per quarter)
Advisory:	Not open to students with credit in ALTW 201.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable
Formerly:	ALTW 201

Student Learning Outcomes

- The student will be able to compose grammatically correct business forms and correspondence, in a professional setting
- The student will be able to demonstrate ability to use generic office applications to compose a short business-related document with an introduction, supporting paragraph, and conclusion
- The student will be able to perform and complete electronic communication in grammatically correct formats

Description

This course supports neurodivergent students in developing foundational English skills with a focus on effective written communication in professional, academic, and everyday contexts. Students will practice grammar, sentence construction, and paragraph development through relevant, real-world assignments that foster both clarity and creativity. Emphasis is placed on communication tasks common in workplace and consumer settings, such as emails, reports, and service requests. The course also introduces students to the expectations and routines typical of college-level coursework, preparing them for success in future academic and career experiences. This course is part of the Tools for Transition & Work cohort-based program for neurodivergent learners pursuing independent success in college, career, and adult life.

Course Objectives

The student will be able to:

1. Compose a grammatically correct business form and correspondence, for a business, public, and/or non-profit setting.
2. Perform and complete electronic communication in grammatically correct formats.
3. Demonstrate ability to use office applications to compose a short narrative with an introduction, supporting paragraph, and conclusion.

Course Content

1. Business communication
 - a. Compose sentences with appropriate capitalization and punctuation
 - b. Proper usage of nouns, verbs, and adjectives
 - c. Appropriate formatting and language for a variety of contexts
2. Develop business formats
 - a. Compose memos, emails, and formal and informal workplace communication
3. Business communication as creative writing
 - a. Use of office applications
 - b. Paragraph essay formatting

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. Accessible classroom.
2. When taught online/virtual: students and faculty need internet access with Zoom-capable computer, monitor, and speakers.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Active class participation
Writing assignments and projects
Cooperative learning assignments

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture
Discussion
Cooperative learning exercises
Oral presentations
Demonstration

Representative Text(s) and Other Materials

No materials are required for this course.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Reading from instructor-provided texts, as appropriate.
2. Compose business letters, professional correspondence, memos, and emails. Proofread each sentence in the paragraph, looking for weak beginnings, correct grammar usage, sentence structure, and vocabulary.
3. Creative writing and reflective journaling.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services