

ALTW 108: COMMUNICATION FOR COLLEGE & CAREER

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 204.
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 204

Student Learning Outcomes

- The student will be able to understand the role of nonverbal body language in the communication process
- The successful student will be able to demonstrate assertive communication in appropriate role play situations

Description

This course develops practical communication skills for success in both college and employment settings. Students will build confidence in written, verbal, and nonverbal communication through activities such as business emails, presentations, and group discussions. Emphasis is placed on understanding context, tone, and audience, with opportunities to practice self-advocacy and professional collaboration. Students will learn adaptable strategies for expressing ideas clearly, navigating academic expectations, and participating effectively in workplace environments. 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. Demonstrate more effective communication skills
 - a. Written business formats
 - b. Verbal presentations
 - c. Body language
 - d. Social media
2. Utilize assertive communication strategies
 - a. Comparison between passive and aggressive types of communication styles
 - b. Role playing work settings
3. Demonstrate business styles of communication

- a. Direct approach
- b. Competitive approach
- c. Proactive solution approach

Course Content

1. Styles of communication/behavior
 - a. Assertive
 - b. Aggressive
 - c. Passive
 - d. Passively aggressive
2. Appropriate and inappropriate body language
 - a. Role play assertive and aggressive behavior in the workplace
 - b. Role play passive and aggressive behavior in the workplace
 - c. Dealing with ambiguity
3. Diversity in the workplace
 - a. Cultural differences
 - b. Gender differences
 - c. Educating about disability
 - d. Accommodation discussion
4. Recognizing offensive gestures and verbal mishaps
 - a. Apologies
 - b. Compliments
 - c. Saying "No"
 - d. Assertive strategies in disagreement
5. Conflict resolution

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:

Class participation
Examinations/tests/quizzes
Assignments and projects
Role playing
Oral presentations

Method(s) of Instruction

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

Lecture
Discussion
Cooperative learning exercises
Demonstrations
Role plays
Guest speakers
Social interviews

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. Writing assignments: journals, self-reflection essays, peer critiques.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services