

ALTW 122: WORK ATTITUDES & BEHAVIORS ON THE JOB

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 213.
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 213

Student Learning Outcomes

- Student will define and identify employer expectations
- Student will identify appropriate work behaviors in a workplace setting
- Students will identify internal and external customers in various work settings

Description

This course supports neurodivergent students in developing the professional skills and behaviors needed to succeed in a range of employment settings. Students will explore workplace expectations such as punctuality, teamwork, conflict resolution, and responding to feedback. Emphasis is placed on building self-awareness and communication strategies that align with both individual strengths and professional norms. Through discussion and practice, students will gain tools to navigate the dynamics of modern workplaces with confidence and adaptability. 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. Recognize and apply appropriate work behavior, etiquette, and dress.
2. Discuss fears, expectations, and attitudes towards work.
3. Respond appropriately to constructive criticism and evaluations.
4. Understand and demonstrate workplace coping skills and strategies.
5. Demonstrate good customer service skills and proactive solutions in work settings.
6. Understand employer expectations regarding labor standards and work tasks and duties.
7. Obtain a good understanding of job retention skills and potential employment opportunities.

Course Content

1. Appropriate work behaviors
 - a. Dress and grooming
 - b. Punctuality and absenteeism
 - c. Honesty
 - d. Team work
 - e. Gossip
 - f. Conflict resolution
2. Attitudes
 - a. Impact of positive work attitudes
 - b. Posturing
 - c. Verbal and non-verbal communication
 - d. Proactive solutions
 - i. Problem-solving techniques
 - ii. Positive thinking
 - e. Product knowledge
3. Fears
 - a. Disclosure of disability
 - b. Presentation of an accommodation
4. Realistic job expectations
5. Adjusting to work situations
 - a. Schedules
 - b. Nutrition and healthy lifestyles solutions
6. Constructive criticism and evaluation
7. Advancement
 - a. Career pathways
8. Company culture
9. Boundaries and limitations

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
Assignments and projects
Journals/self-reflection essays
Homework

Method(s) of Instruction

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

Lecture
Discussion
Cooperative learning exercises
Oral presentations
Field trips

Guest speakers

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 assignments:
 - a. Students will read work related scenarios and discuss.
 - b. Students will read and role play workplace scenarios and critique themselves and classmates.
 - c. Students will review job related websites and discuss employment employment readiness.
2. Writing assignment:
 - a. Students will write ways to resolve conflict in the workplace and provide solutions to problems.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services