

ALTW 123: JOB SEARCH SKILLS

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 212.
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 212

Student Learning Outcomes

- A successful student will be able to develop and write a "working" resume on the computer
- A successful student will be able to fill out a master and online job application
- A successful student will be able to identify best practices and avoid common mistakes in resume writing
- A successful student will be able to identify their top skills and qualifications and relate them meaningfully to a realistic job objective
- A successful student will be able to write a professional cover letter, relating their skills and experience to a specific job and employer

Description

This course supports students in developing the skills needed to navigate the job search process with confidence. Students will learn to create effective resumes, identify appropriate employment opportunities, and prepare for interviews. The course also addresses how to discuss employment gaps and disability-related topics professionally and strategically. Emphasis is placed on clear self-presentation, practical tools for online applications, and building a personalized approach to finding and securing meaningful work. 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. Develop and refine competitive workforce skills.
2. Construct and tailor resumes to match job objectives realistically.
3. Demonstrate effective interview techniques and self-advocacy during the interview process.
4. Utilize online tools and other resources to determine which jobs would be appropriate.
5. Address and navigate disability-related questions in both resumes and interviews.

Course Content

1. Introduction to workforce preparation
 - a. Understand the course structure and learning outcomes
 - b. Assess personal interests and skills relevant to the job market
2. Understanding the job market
 - a. Identify various job sectors and roles suitable for the student's skills and disabilities
 - b. Learn how to use online job search tools
3. Crafting effective resumes
 - a. Learn the components of a strong resume
 - b. Begin drafting a personal resume
4. Tailoring resumes to job descriptions
 - a. Understand how to modify resumes for specific job applications
 - b. Highlight skills that align with job requirements
5. Addressing gaps and disability in resumes
 - a. Effectively address employment gaps
 - b. Incorporate disability-related skills as strengths
6. Introduction to job interviews
 - a. Understand the types of job interviews
 - b. Learn the basics of interview preparation
7. Advanced interview techniques
 - a. Master behavioral and situational interview questions
 - b. Practice self-advocacy and confidence in interviews
8. Utilizing technology in job applications
 - a. Learn to use various digital tools for job applications
 - b. Understand the importance of online presence
9. Navigating disability-related questions in interviews
 - a. Develop strategies to handle potential questions about disabilities
 - b. Practice responses that focus on capabilities and accommodations
10. Course review and mock interview session
 - a. Review key concepts and skills learned throughout the course
 - b. Participate in a comprehensive mock interview session

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
 Resume critiques
 Resume completion
 Master application completion
 Classroom assignments
 Teamwork assignments
 Homework assignments
 Quizzes and final exam

Method(s) of Instruction

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

Lecture
Discussion
Guest speakers
Demonstration
Written and online resume and job applications

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. Read sample resumes; review career related websites, such as Career Cafe, Learning Up.
2. Compose working resume on computer and send as an attachment to instructor for review and critique.
3. Compose final resume and send to employers for specific entry level position in private industry, non-profit, or government organizations.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services