

ALTW 138: APPLIED COMPUTER APPLICATIONS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
Units:	3
Hours:	3 lecture per week (36 total per quarter)
Advisory:	Not open to students with credit in ALTW 217.
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 217

Student Learning Outcomes

- A successful student will be able to demonstrate the ability to create a three-page slide deck presentation
- A successful student will be able to demonstrate the ability to make a three-minute presentation to peers

Description

This intermediate course builds on foundational skills from ALTW 112 and ALTW 126, supporting neurodivergent students in developing more advanced digital competencies. Students will explore complex features of word processing and spreadsheet software, conduct effective online research, and gain hands-on experience with web-based applications, artificial intelligence (AI) tools, and basic computer maintenance. Emphasis is placed on applying technology in practical, real-world scenarios across academic and workplace settings. 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. Utilize all functions of presentation and slide deck software applications.
2. Utilize word processing and spreadsheet software to develop and perform oral presentations and papers.
3. Demonstrate appropriate oral presentation skills.
4. Perform internet research and synthesize knowledge from multiple sources.

Course Content

1. Slide deck software
 - a. Utilize all functions of programs such as PowerPoint, Canva, or Google Slides
 - b. Utilize templates to structure a slide deck
 - c. Utilize layout themes to create a custom slide deck

- d. Create slides
 - e. Edit presentations
 - f. Utilize different "views" of slide decks in order to customize presentation for audience
2. Insert spreadsheet documents
 - a. Insert and edit graphs and tables
 3. Insert graphics
 - a. Insert and edit text and visual aides
 - b. Insert websites, links
 - c. Insert photos, movies, YouTube links, hyperlinks, and other related enhancements
 4. Utilize animated slides, including sound enhancements
 5. Techniques of oral presentations
 - a. Voice
 - b. Timing
 - c. Dress etiquette
 - d. Eye contact
 - e. Question and answer component
 - f. Peer and constructive criticism
 6. Internet search skills
 - a. Creating a hypothesis
 - b. Search techniques
 - c. How to trust a source
 - d. Data compilation
 - e. Data analysis
 - f. Dissemination

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. Accessible classroom with computers, monitors, and printer.
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
Teamwork and collaboration in development presentation
Class assignments and projects
Homework
Final project: "Capstone" oral presentation

Method(s) of Instruction

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

Lecture: Demonstration of the use of each function of slide deck software

Hands-on demonstration
Role-play
Peer review and critique

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. Create a business presentation about an entrepreneurial proposal that utilizes slide deck software.
2. Create a collaborative presentation with team of students about a community service program.
3. Create a capstone project using slide deck software.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services