

# ALTW 201: BASIC ENGLISH FOR STUDENTS WITH LEARNING DIFFERENCES

## Foothill College Course Outline of Record

Heading	Value
<b>Effective Term:</b>	Summer 2025
<b>Units:</b>	2
<b>Hours:</b>	2 lecture per week (24 total per quarter)
<b>Advisory:</b>	Not open to students with credit in ALTW 105.
<b>Degree &amp; Credit Status:</b>	Non-Degree-Applicable Credit Course Basic Skills
<b>Foothill GE:</b>	Non-GE
<b>Transferable:</b>	None
<b>Grade Type:</b>	Letter Grade (Request for Pass/No Pass)
<b>Repeatability:</b>	Not Repeatable

## Student Learning Outcomes

- The student will be able to compose a grammatically correct business forms and correspondence, in a professional setting.
- The student will be able to perform and complete electronic communication in grammatically correct formats.
- 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.

## Description

This basic English course emphasis is grammar, sentence, and paragraph structure with practical applications related to business, public, and/or non-profit settings. A secondary goal of this course is to serve as a prototypical college course, demonstrating to students the standards and practices employed in most college classrooms.

## 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 generic 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  
Quizzes and examinations  
Writing assignments and projects  
Cooperative learning assignments  
Teamwork projects

## 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