ALTW 403: ACADEMIC SKILLS (DROP-IN)

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2023
Units:	0
Hours:	24 lecture per quarter (24 total per quarter)
Degree & Credit Status:	Non-Degree-Applicable Non-Credit Course
Foothill GE:	Non-GE
Transferable:	None
Grade Type:	Non-Credit Course (Receives no Grade)
Repeatability:	Unlimited Repeatability
Formerly:	ALLD 402

Student Learning Outcomes

- Utilize alternative media to compliment their learning style
- Demonstrate knowledge of self-advocacy by learning how to discuss accommodations with their professors.
- Acquire study skills such as; note taking, test taking, etc.
- Utilize time management skills by creating a useful calendar and manageable quarter plan.

Description

An open-entry, open-exit course for students with disabilities who seek academic support in general. Instruction and review of: time management, self-advocacy, short and long term planning, note-taking and study skills, organization, test preparation, reduction of test anxiety, utilization of assistive technology.

Course Objectives

The student will be able to:

1. Demonstrate executive functioning skills and knowledge of self-advocacy by learning how to discuss accommodations with their professors
2. Utilize time management skills by creating a useful calendar and manageable quarter plan
3. Acquire study skills, such as note taking and test taking
4. Utilize alternative media to complement their learning style

Course Content

1. Develop executive functioning skills:
   a. Time management
   b. Organization
   c. Course load management
   d. Calendar skills
   e. Punctuality
   f. Motivation
   g. Task initiation
   h. School/life/work balance
   i. Planning and prioritizing
   j. Self-monitoring
2. Discuss Foothill College resources and services:
   a. Assessment/Testing Center
   b. Tutoring Centers
   c. Counseling and Matriculation
   d. Psychological Services
   e. Internship Office
   f. EOPS
   g. Financial Aid
   h. Foothill Global Access
   i. Health Services
   j. Campus Safety
   k. Honors Program
   l. Learning Communities
   m. Student groups
   n. Campus Ambassadors Program
   o. Priority registration
3. Discuss resources and services within the DRC:
   a. Assistive technology
   b. Computer Access Center
   c. Learning assessments
   d. Counseling
   e. Develop a plan to be a successful student by learning about and understanding:
      i. Library Resource Center services
      ii. The college calendar and important dates
      iii. Course catalog and schedule
      iv. The syllabus
      v. Final exam schedule
      vi. Academic strengths and weaknesses
4. Clarify and articulate values, career, life, and educational goals:
   a. Understand and use goal setting processes
   b. Complete and discuss goal setting exercises
   c. Understand the role of self-awareness in goal setting
   d. Describe the interrelatedness of academic, personal, and career goals
   e. Identify short-term objectives that lead to long-term goals
   f. Identify books and other goal setting materials and aids
   g. Discuss the cognitive process from dreams to visions to goals
   h. Recognize the importance of value clarification in goal setting

Lab Content

Not applicable.

Special Facilities and/or Equipment

Accessible classroom or 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

Method(s) of Instruction

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

Individualized instruction
Work in groups

Representative Text(s) and Other Materials

No course materials.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

Not applicable.

Discipline(s)

Developmental Disabilities: Disabled Students Programs and Services OR Specialized Instruction (Disabled Student Programs and Services): Vocational Noncredit OR Specialized Instruction (Disabled Student Programs and Services): Noncredit