

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:

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

Course Content

- a. Develop executive functioning skills:
 - i. Time management
 - ii. Organization
 - iii. Course load management
 - iv. Calendar skills
 - v. Punctuality
 - vi. Motivation
 - vii. Task initiation

- viii. School/life/work balance
 - ix. Planning and prioritizing
 - x. Self-monitoring
- b. Discuss Foothill College resources and services:
 - i. Assessment/Testing Center
 - ii. Tutoring Centers
 - iii. Counseling and Matriculation
 - iv. Psychological Services
 - v. Internship Office
 - vi. EOPS
 - vii. Financial Aid
 - viii. Foothill Global Access
 - ix. Health Services
 - x. Campus Safety
 - xi. Honors Program
 - xii. Learning Communities
 - xiii. Student groups
 - xiv. Campus Ambassadors Program
 - xv. Priority registration
 - c. Discuss resources and services within the DRC:
 - i. Assistive technology
 - ii. Computer Access Center
 - iii. Learning assessments
 - iv. Counseling
 - v. Develop a plan to be a successful student by learning about and understanding:
 1. Library Resource Center services
 2. The college calendar and important dates
 3. Course catalog and schedule
 4. The syllabus
 5. Final exam schedule
 6. Academic strengths and weaknesses
 - d. Clarify and articulate values, career, life, and educational goals:
 - i. Understand and use goal setting processes
 - ii. Complete and discuss goal setting exercises
 - iii. Understand the role of self-awareness in goal setting
 - iv. Describe the interrelatedness of academic, personal, and career goals
 - v. Identify short-term objectives that lead to long-term goals
 - vi. Identify books and other goal setting materials and aids
 - vii. Discuss the cognitive process from dreams to visions to goals
 - viii. 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