

ALTW 403A: ACADEMIC SKILLS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Fall 2026
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, ALTW 403

Student Learning Outcomes

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

Description

This open-entry, open-exit course supports students in the Tools for Transition & Work program as they develop essential executive functioning skills for academic success and independence. Through targeted instruction in time management, self-advocacy, organization, and study techniques, students will build the foundation needed to navigate academic environments effectively. Emphasis is placed on developing personalized strategies to support individual learning styles and utilizing assistive technology to enhance productivity.

Course Objectives

The student will be able to:

1. Communicate effectively with instructors by discussing accommodations and advocating for their needs.
2. Utilize time management tools to create and maintain a functional calendar and quarter plan.
3. Apply study skills, including note-taking, test preparation, and test anxiety reduction, to improve academic performance.
4. Organize academic materials and tasks to support short- and long-term planning.
5. Identify and use assistive technologies to complement their individual learning styles and academic goals.

Course Content

1. Communicate effectively with instructors
 - a. Understanding accommodations
 - i. Identifying personal needs and appropriate accommodations
 - ii. Practicing conversations about accommodations with role-playing
 - b. Self-advocacy skills
 - i. Preparing for meetings with instructors
 - ii. Writing clear and concise emails requesting support or accommodations
2. Utilize time management tools
 - a. Creating calendars and plans
 - i. Setting up and customizing digital or physical calendars
 - ii. Breaking down assignments into manageable tasks for a quarter plan
 - b. Prioritization techniques
 - i. Differentiating between urgent and non-urgent tasks
 - ii. Using tools like to-do lists and timers to stay focused
3. Apply study skills
 - a. Note-taking strategies
 - i. Exploring methods such as Cornell notes, graphic organizers, or audio notes
 - ii. Practicing summarizing and organizing lecture material
 - b. Test preparation and anxiety reduction
 - i. Reviewing effective test preparation methods
 - ii. Identifying and practicing relaxation techniques to reduce test anxiety
4. Organize academic materials
 - a. Physical organization
 - i. Setting up a workspace conducive to learning
 - ii. Sorting and filing academic papers and supplies
 - b. Digital organization
 - i. Using file management systems to organize class materials
 - ii. Backing up and accessing important files
5. Identify and use assistive technologies
 - a. Overview of tools
 - i. Exploring assistive technologies such as text-to-speech software, screen readers, and note-taking apps
 - ii. Assessing which tools align with individual learning needs
 - b. Practical application
 - i. Integrating assistive technology into daily academic tasks
 - ii. Troubleshooting common issues with technology use

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