

ALTW 403C: INDEPENDENCE 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

Student Learning Outcomes

- Students will advocate for one specific need (e.g., academic, workplace, personal) by identifying the appropriate resource and practicing clear, assertive communication
- Students will design and implement a long-term goal plan that includes steps for tracking progress, identifying barriers, and adjusting strategies as needed
- Students will demonstrate professional communication in a simulated or real-world setting (e.g., mock interview, workplace role-play, or email draft)
- Students will identify and engage with at least two community resources or support networks that can assist in maintaining personal independence

Description

This capstone course brings together the skills developed in ALTW 403A and 403B, focusing on fostering personal autonomy and preparing students for life beyond the classroom. Through instruction in self-advocacy, goal-setting, and navigating complex social interactions, students will strengthen their ability to tackle real-world challenges with confidence. Emphasis is placed on problem-solving, resource management, and developing strategies for maintaining independence in both personal and professional settings. This course empowers students not just to succeed in college, but to thrive in their careers and communities.

Course Objectives

The student will be able to:

- Advocate for their needs in personal, academic, workplace, and community settings.
- Develop and implement personalized strategies for setting and achieving long-term goals.
- Navigate complex social interactions, including professional communication, conflict resolution, and relationship management.
- Identify and utilize community resources and support networks to maintain independence.

- Build sustainable routines for managing personal responsibilities, including health, time management, and household tasks.
- Apply problem-solving strategies to address unexpected challenges and transitions in daily life.

Course Content

- Self-advocacy in personal, academic, workplace, and community settings
 - Communicating needs effectively
 - Identifying personal needs and rights in different environments
 - Practicing clear and assertive communication
 - Self-advocacy in education and the workplace
 - Requesting accommodations and supports
 - Understanding workplace expectations and policies
 - Engaging with community resources
 - Finding and accessing public services (transportation, healthcare, housing)
 - Understanding when and how to seek assistance
- Goal-setting and long-term planning
 - Identifying personal and professional goals
 - Creating realistic, meaningful goals
 - Recognizing potential barriers and developing solutions
 - Strategies for achieving goals
 - Using structured goal-setting frameworks (e.g., SMART goals)
 - Breaking down long-term goals into actionable steps
 - Maintaining motivation and adjusting plans
 - Tracking progress and celebrating milestones
 - Adapting goals as circumstances change
- Navigating complex social interactions
 - Professional communication skills
 - Email etiquette and workplace interactions
 - Making a positive impression in interviews and networking
 - Conflict resolution and relationship management
 - Understanding different perspectives and managing emotions
 - Practicing de-escalation and problem-solving strategies
 - Social boundaries and independence
 - Balancing friendships, work relationships, and personal space
 - Recognizing and responding to unhealthy or toxic relationships
- Using community resources and building support networks
 - Identifying available community supports
 - Finding and utilizing disability services, career centers, and advocacy organizations
 - Understanding legal rights and protections (ADA, housing rights, workplace accommodations)
 - Developing a personal support system
 - Recognizing the importance of mentorship and peer networks
 - Strategies for asking for and accepting help when needed
- Building sustainable routines for independent living
 - Managing health and wellness
 - Strategies for maintaining physical and mental well-being
 - Accessing healthcare and understanding self-care needs
 - Time management for independent life

- i. Creating daily and weekly schedules for personal and work responsibilities
 - ii. Avoiding burnout and balancing obligations
 - c. Household management and daily living tasks
 - i. Basic home organization and maintenance skills
 - ii. Meal planning, grocery shopping, and personal finance basics
- 6. Problem-solving for life's unexpected challenges
 - a. Adapting to change and handling transitions
 - i. Recognizing and preparing for life changes (new jobs, moves, major decisions)
 - ii. Coping strategies for stress and uncertainty
 - b. Crisis management and decision-making under pressure
 - i. Steps to take in emergencies (lost job, medical issues, unexpected bills)
 - ii. Knowing when and how to seek assistance
 - c. Learning from setbacks
 - i. Developing resilience and growth mindset strategies
 - ii. Evaluating past challenges and adjusting approaches for future success

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